Information Services

User Guide

Application	**Quickr**
Topic	**User Guide**

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WHAT IS QUICKR?

Quickr is the latest version of QuickPlace. It is a collaborative working tool available on your desktop. Designed to enable more effective collaboration between individuals and teams. It is a repository for storing, organising, sharing and commenting on information and documents and can be used by members both on the OIS network and external to DH. No special software is required on the desktop. All of the Quickrs' functionality is provided through a browser such as Internet Explorer.

BENEFITS

Quick and easy setup of a team workspace which can span both internal users and those external to OIS – e.g. in the NHS, other government departments etc.

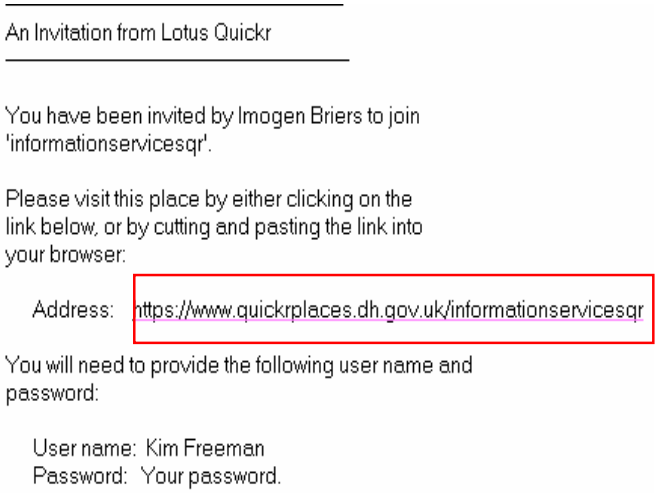
- A dispersed team is able to edit a document collectively, and to work together on complicated documents such as budget spreadsheets and project plans.
- People inside the Department can share files and work on them without the technical problems associated with G: drives;
- Reduction in number of emails and large attachments (because the participants in a shared workspace do not need to email one another documents which are stored in the one workspace);
- Simple, web-based interface.
- Content can be structured to make browsing easy
- Powerful search engine with intuitive results display

ACCESSING QUICKR

EMAIL LINK

You will normally access a Quickr for the first time from an email link sent by the manager, which will contain similar details to the link shown below.

1. Click on the address link



An Invitation from Lotus Quickr

You have been invited by Imogen Briers to join 'informationservicesqr'.

Please visit this place by either clicking on the link below, or by cutting and pasting the link into your browser:

Address: https://www.quickrplaces.dh.gov.uk/informationservicesqr

You will need to provide the following user name and password:

User name: Kim Freeman
Password: Your password.

The Quickr login box will appear, when you click on the link (see helpsheet Q/S1 on setting up your Internet password).

2. Enter your OIS login username and your **Internet** password
3. Click **Log In**

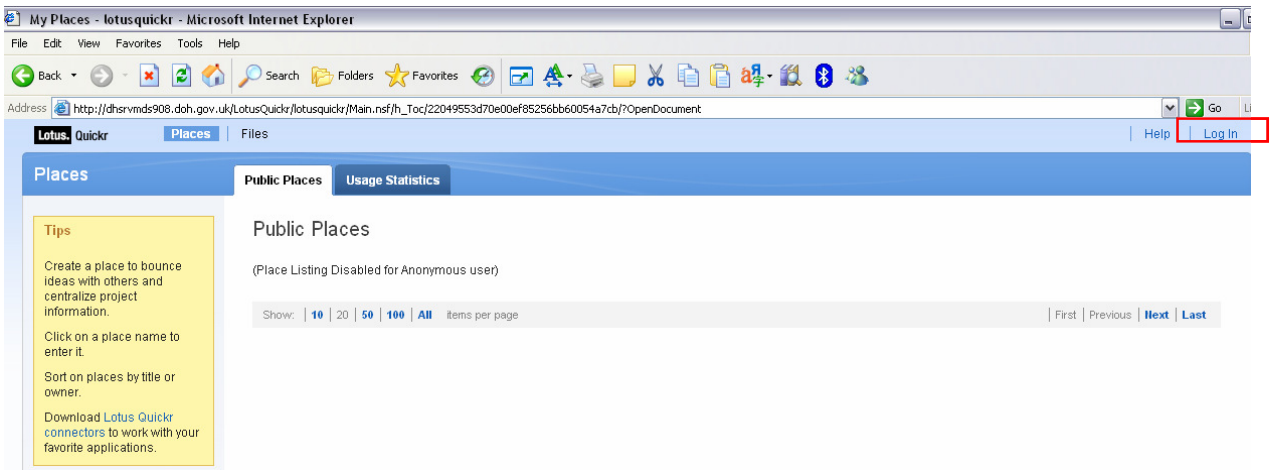
IBM Lotus Quickr
The fastest way to share everyday content across connected teams.
User name:
Password:
Log In
What can you do with Quickr?
Store and share all your content in Lotus Quickr, including documents, images, rich-media files, podcasts, attachments from Lotus Notes, and files from Microsoft Office. Your content is welcome in Lotus Quickr.

BROWSER METHOD

Alternatively, you can access Quickr by typing or cutting and pasting the following into the Address bar of your internet explorer:

https://www.quickrplaces.dh.gov.uk

When you type or cut and paste the URL or address into the Address the following screen appears:


My Places - lotusquickr - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Folders Favorites
Address http://dhsrvmds908.doh.gov.uk/LotusQuickr/lotusquickr/Main.nsf/h_Toc/22049553d70e00ef85256bb60054a7cb/?OpenDocument
Lotus. Quickr
Places
Files
Help
Log In
Places
Public Places
Usage Statistics
Tips
Create a place to bounce ideas with others and centralize project information.
Click on a place name to enter it.
Sort on places by title or owner.
Download Lotus Quickr connectors to work with your favorite applications.
Public Places
(Place Listing Disabled for Anonymous user)
Show: 10 20 50 100 All items per page
First Previous Next Last

This is the IBM front screen for Quickr

1. Click **Log in**, which is located in the top tight hand side of the screen

The login box appears:

IBM Lotus Quickr
The fastest way to share everyday content across connected teams.
User name:
Password:
Log In
What can you do with Quickr?
Store and share all your content in Lotus Quickr, including documents, images, rich-media files, podcasts, attachments from Lotus Notes, and files from Microsoft Office. Your content is welcome in Lotus Quickr.

2. Type in your username and password

3. Click **Log In**

Now you have signed in

You can now see all of the Quickrs' you have access to by clicking on **My Places** at the top of the screen. To go into a particular Quickr simply **click** on the one you wish to enter.

Good working practice - Save the URL(s) of Quickrs' you use frequently in your favourites folder (see page 43 for how to do this)

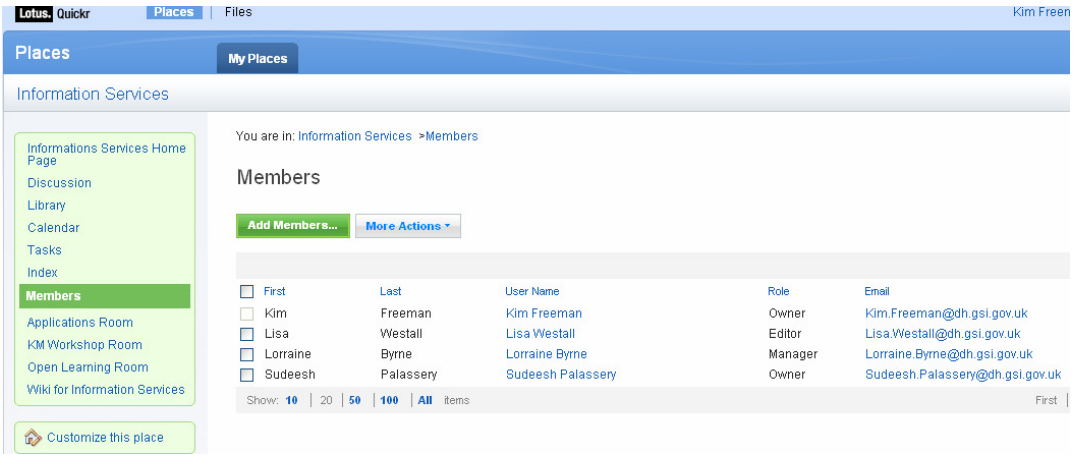
MEMBERS

ADDING MEMBERS

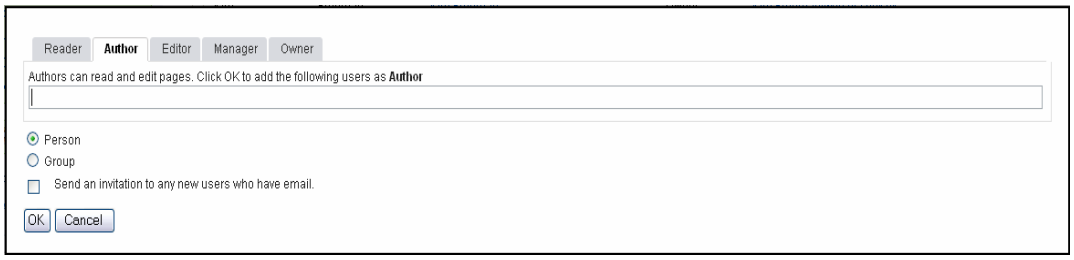
To allow others access to your Quickr you need to add them to the members list. You will need to have Owner or Manager access in order to do this:

- Click **Members** in the table of contents

The following screen appears:



- Click **Add Members…** button



Once in the Add Members screen you have five levels of access to choose from.

These are:-

Owners: is the highest level of access. Owners can read and edit all pages, customise the place, and control membership of all rooms.

Good working practice - you should always have more than one owner of a Quickr so that in the event of one being off or unavailable, changes can be carried out by the other.

Managers: a member of the Quickr who is responsible for maintaining all or part of a Quickr. A manager can read and edit pages, customise a Quickr, and control membership. You can have more than one Manager of a Quickr.

Good working practice - you should always have more than one manager of a Quickr so that in the event of one being off or unavailable, changes can be carried out by the other.

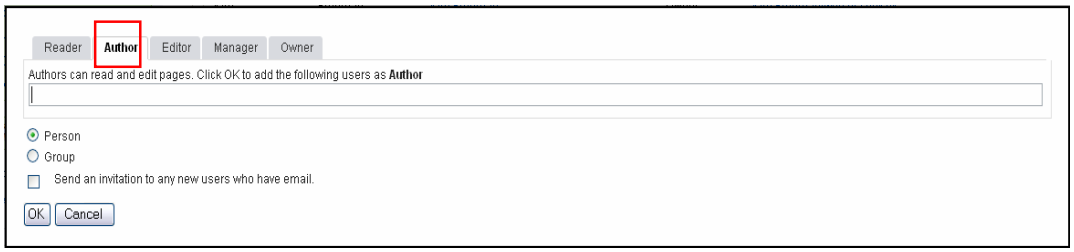
Editor: a member of the Quickr who can read and edit pages, including pages created by others within parts of the Quickr they have been given access to.

Authors: a member of the Quickr who can read, create and edit their own pages in a Quickr within parts of the Quickr they have been given access to.

Readers: a member of the Quickr who can read pages within the parts of a Quickr that they have been given access to.

Once you have decided which level of access you would like to grant a particular person:

- Click on the **Tab** of the level you want to add someone



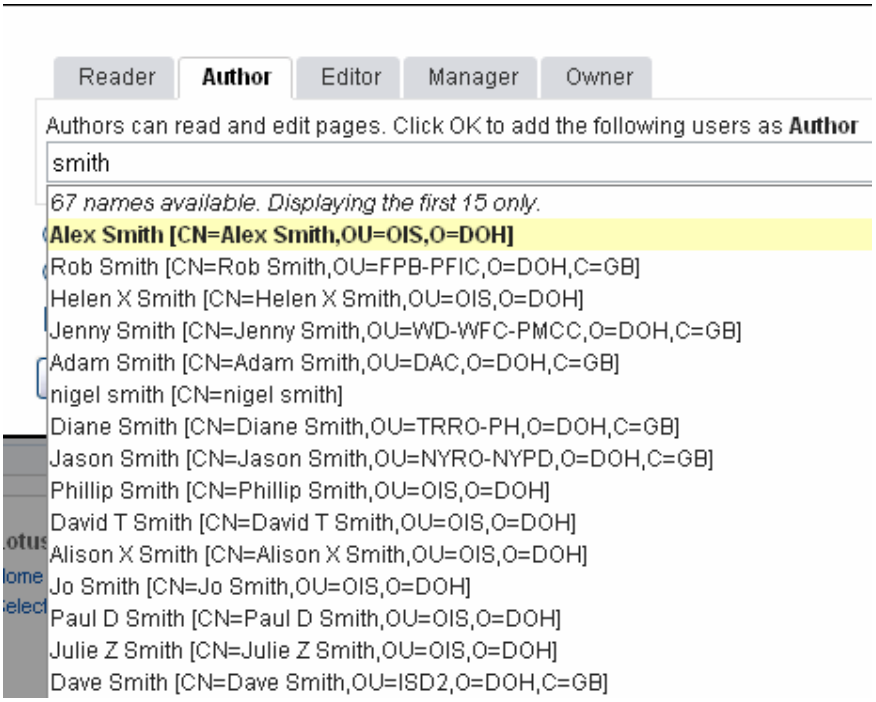
Owners can add owners and below, and managers can add managers and below, managers cannot add owners.

The cursor should appear in the text field.

- From your keyboard, start to type in the surname of the person you want to add

The system will automatically begin to search the directory. If the person you are looking for does not appear, you may need to refine your search by using the format

Surname, (comma space) first name e.g. Smith, Alex


Reader
Author
Editor
Manager
Owner
Authors can read and edit pages. Click OK to add the following users as Author
smith
67 names available. Displaying the first 15 only.
Alex Smith [CN=Alex Smith,OU=OIS,O=DOH]
Rob Smith [CN=Rob Smith,OU=FPB-PFIC,O=DOH,C=GB]
Helen X Smith [CN=Helen X Smith,OU=OIS,O=DOH]
Jenny Smith [CN=Jenny Smith,OU=WD-WFC-PMCC,O=DOH,C=GB]
Adam Smith [CN=Adam Smith,OU=DAC,O=DOH,C=GB]
nigel smith [CN=nigel smith]
Diane Smith [CN=Diane Smith,OU=TRRO-PH,O=DOH,C=GB]
Jason Smith [CN=Jason Smith,OU=NYRO-NYPD,O=DOH,C=GB]
Phillip Smith [CN=Phillip Smith,OU=OIS,O=DOH]
David T Smith [CN=David T Smith,OU=OIS,O=DOH]
Alison X Smith [CN=Alison X Smith,OU=OIS,O=DOH]
Jo Smith [CN=Jo Smith,OU=OIS,O=DOH]
Paul D Smith [CN=Paul D Smith,OU=OIS,O=DOH]
Julie Z Smith [CN=Julie Z Smith,OU=OIS,O=DOH]
Dave Smith [CN=Dave Smith,OU=ISD2,O=DOH,C=GB]

- Click the name you want to add

You can add more than one new member at a time, in order to allow you to do this the system automatically adds a comma at the end of the entry.

Repeat this process to add members

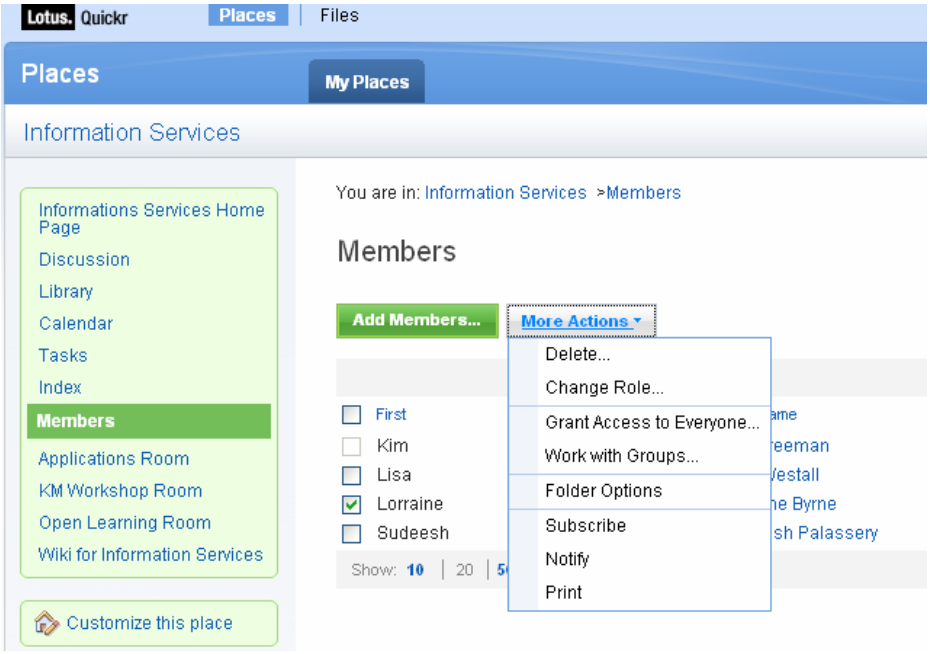
- At the end of the process click OK

REMOVING/CHANGING ACCESS RIGHTS OF MEMBERS

1. Click **Members** in the table of contents

The following screen appears:

1. Click the **Tick Box** next to the name of the person you wish to remove
2. Click **More Actions…** button



3. The first two options are:

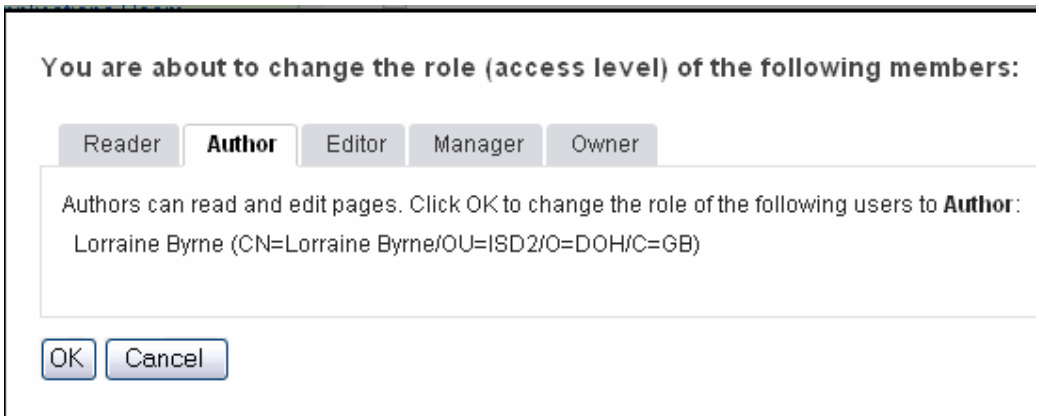
   a. **Delete…** removes them from the Quickr completely
   b. **Change Role….** change the access level of that member e.g. from Reader to Author (promote) or from Manager to Editor (demote).

If you choose to **Delete…** the following screen appears

4. Click **OK** button

The screen will refresh and your member will have been removed from the list of members.

If you choose to **Change Role…** the following screen appears


You are about to change the role (access level) of the following members:
Reader
Author
Editor
Manager
Owner
Authors can read and edit pages. Click OK to change the role of the following users to Author:
Lorraine Byrne (CN=Lorraine Byrne/OU=ISD2/O=DOH/C=GB)
OK
Cancel

5. Click which tab you want to re-assign the member to

You will get a message informing you what the new access level allows the member to do.

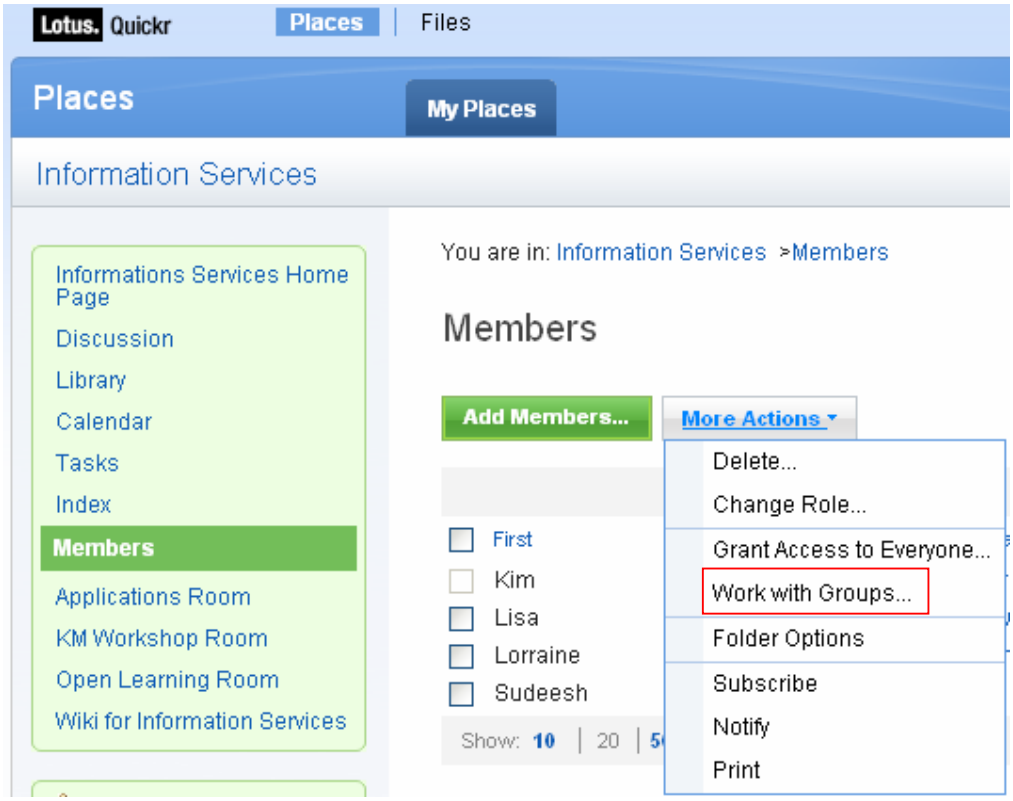
6. Click **OK**

GROUPS

If you have a lot of members, you can create group lists to simplify assigning access to rooms, and to make it easier to notify a subset of members.

CREATE A GROUP

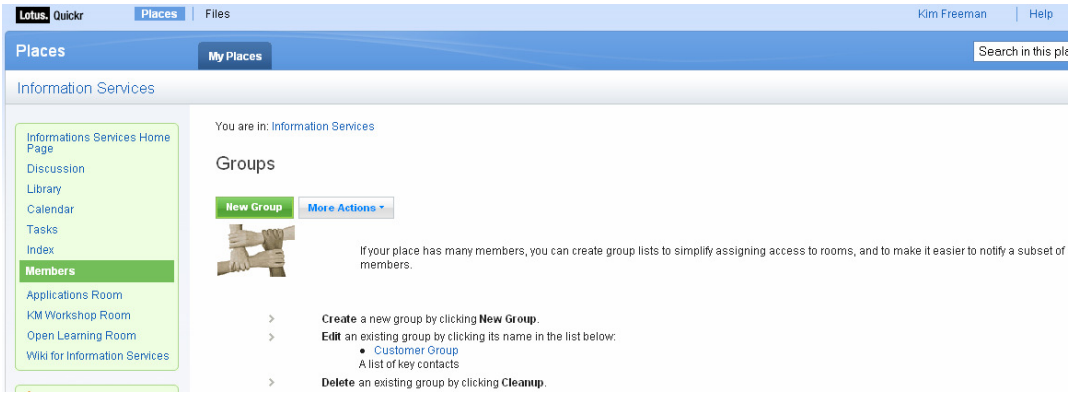
1. Single click on **Members** in the table of contents.



2. Click **More Actions**

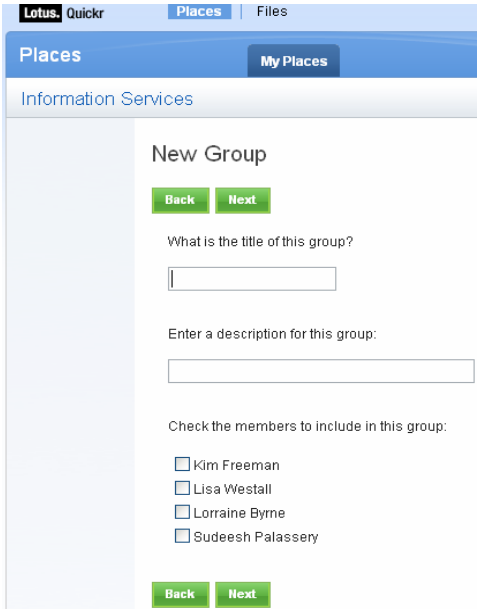
3. Click **Work with Groups…**

The following screen appears:



4. Click **New Group** button

The following screen appears



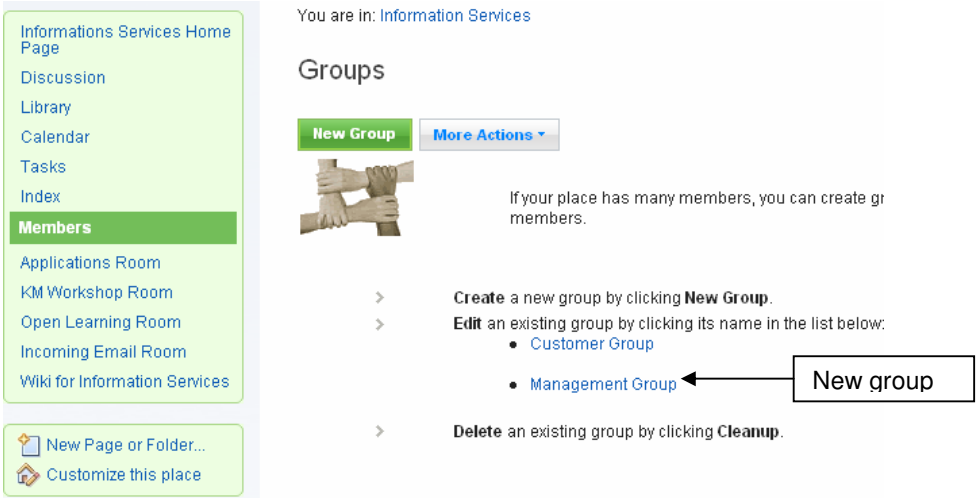
5. Complete the **What is the title of this group?** field with the name of the group

6. Enter a description if required

7. **Check** the box next to the member's name of those members you want to add to the group

Note: group members have to be members of the Quickr before they can be added to a group

8. Click **Next** button

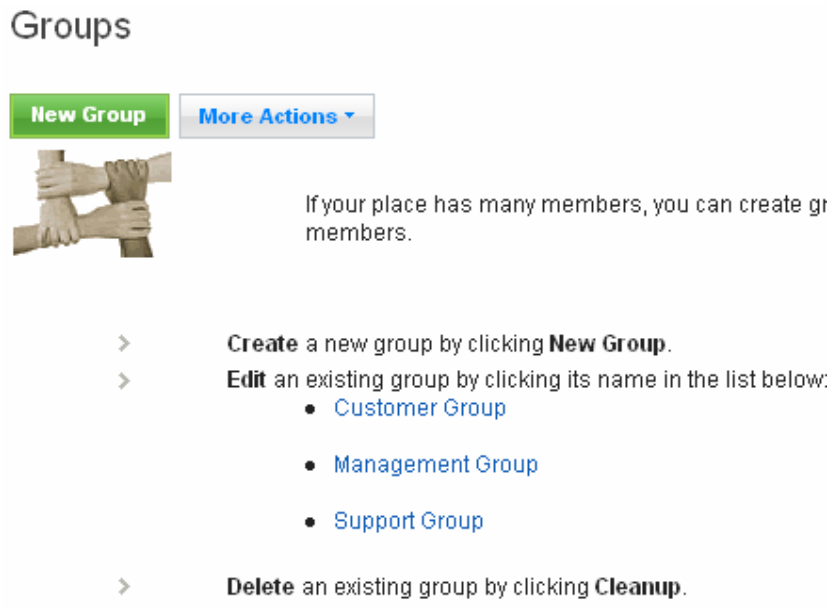


You can create as many groups as you require, and members can be added to more than one group.

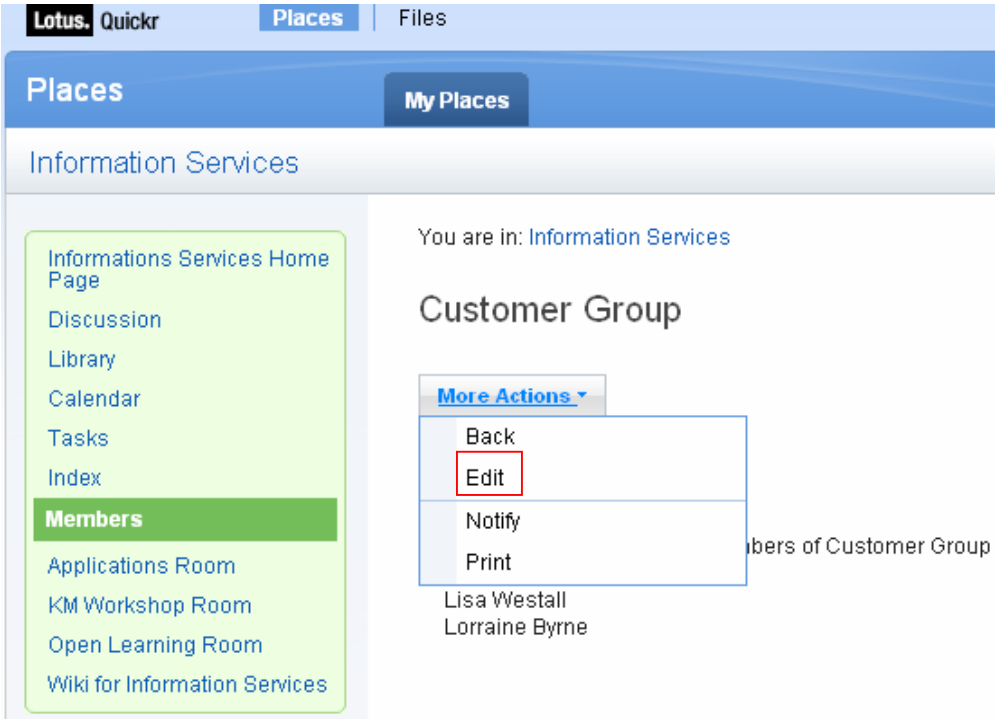
EDITING A GROUP

To edit the name, members or description of an existing group:

1. Click **Members** in the table of contents
2. Click **More Actions** button
3. Click the **Work with Groups…** button


Groups
New Group
More Actions
If your place has many members, you can create gr
members.
Create a new group by clicking New Group.
Edit an existing group by clicking its name in the list below:
Customer Group
Management Group
Support Group
Delete an existing group by clicking Cleanup.

4. Click the name of the group you want to edit



5. Click **More Actions** button

6. Click **Edit**

You will then see the same dialog box as when you created the group.

7. Once you have carried out your changes

8. Click **Next** button

DELETING A GROUP

Delete a group when it is no longer required.

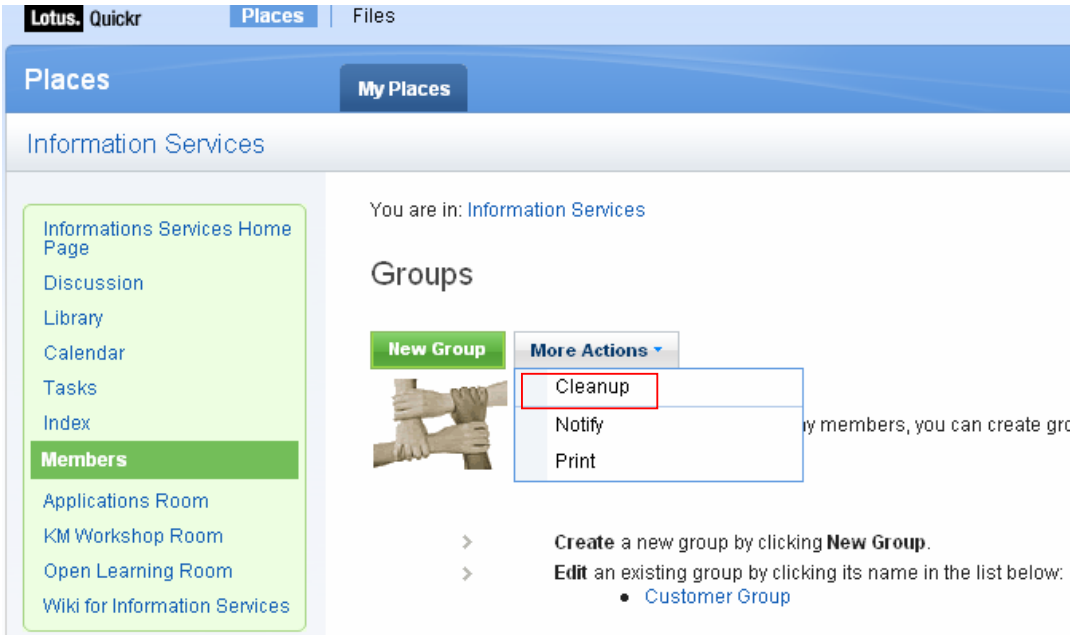
Note: Deleting a group does not delete the members from the main Quickr; it only deletes the group name.

Before you delete a group, consider the effects deletion will have on the security for the rooms in your place.

1. Click **Members** in the table of contents

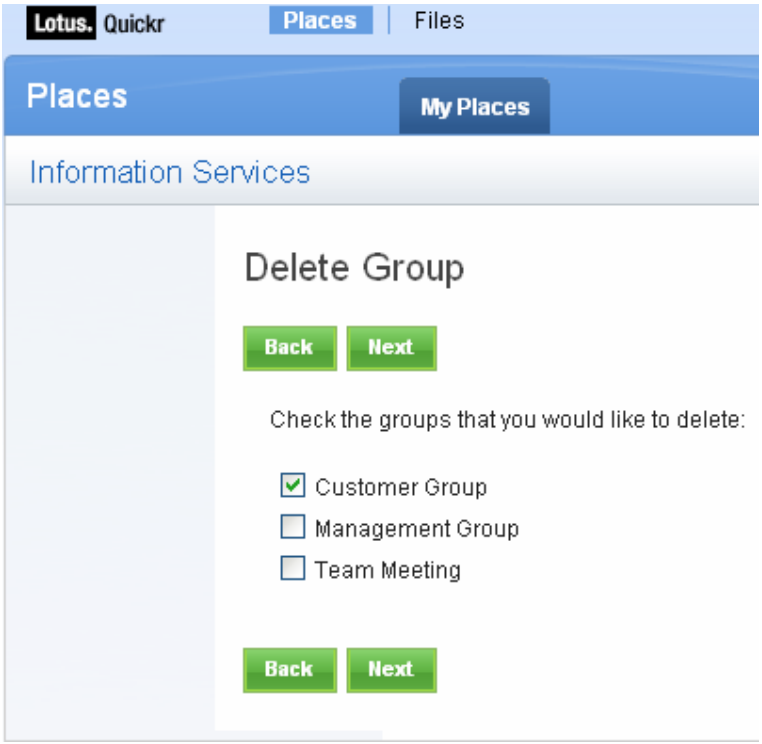
2. Click **More Actions** button

3. Click **Work with Groups…**



4. Click **Cleanup**

The following screen appears listing all the groups, you have in your Quickr:

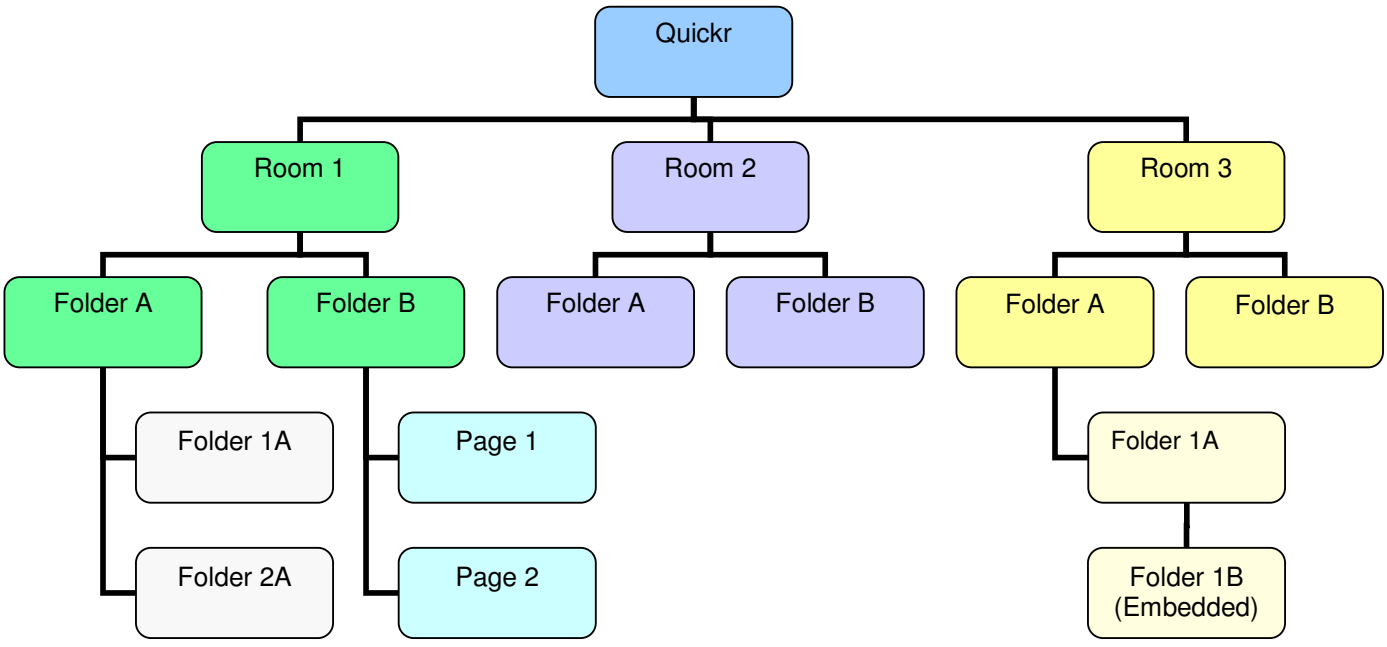


5. Tick the group you want to delete by checking the box to the left
6. Click **Next**

Your group has now been deleted and you are returned to the groups screen.

PLANNING YOUR QUICKR

- Decide what needs to go into your Quickr
- Break it down into work areas i.e.
    - Welcome Page
    - All staff notices
    - Admin
    - Management
    - Projects
- Create rooms for each of these areas
- Then break down the work area into smaller chunks by creating inner rooms and/or folders with embedded folders for each of these
- Once your structure has been created you can start filing pages to these folders



ROOMS

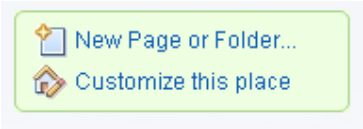
Rooms can be created by Owners and Managers. An Owner can see all rooms, folders and pages within a Quickr. A manager can see rooms they have been given access to. Within those rooms, they will see folders and pages.

A room may contain folders, embedded folders and/or pages. You can also create inner rooms. Each room has security options that allow you to define who can enter the room and what they can do once inside.

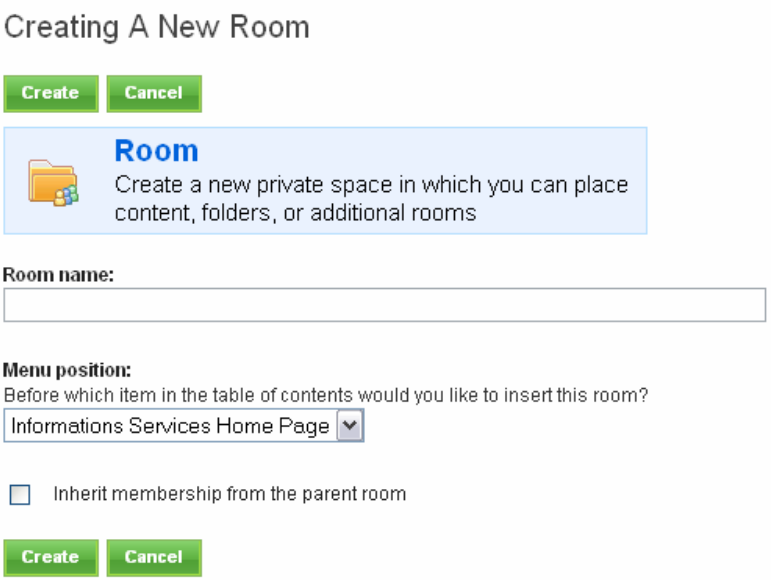
A folder can now have embedded folders (folder(s) within a folder). This allows you to break down the structure even further.

CREATING A NEW ROOM

1. Select **New Page or Folder** from the table of contents.



2. Scroll down and click on **Room**


Creating A New Room
Create
Cancel
Room
Create a new private space in which you can place content, folders, or additional rooms
Room name:
Menu position:
Before which item in the table of contents would you like to insert this room?
Informations Services Home Page
Inherit membership from the parent room
Create
Cancel

3. Enter the name of the new room

4. Choose where you want the room to appear in the table of contents

5. Choose to inherit members from the parent room or not

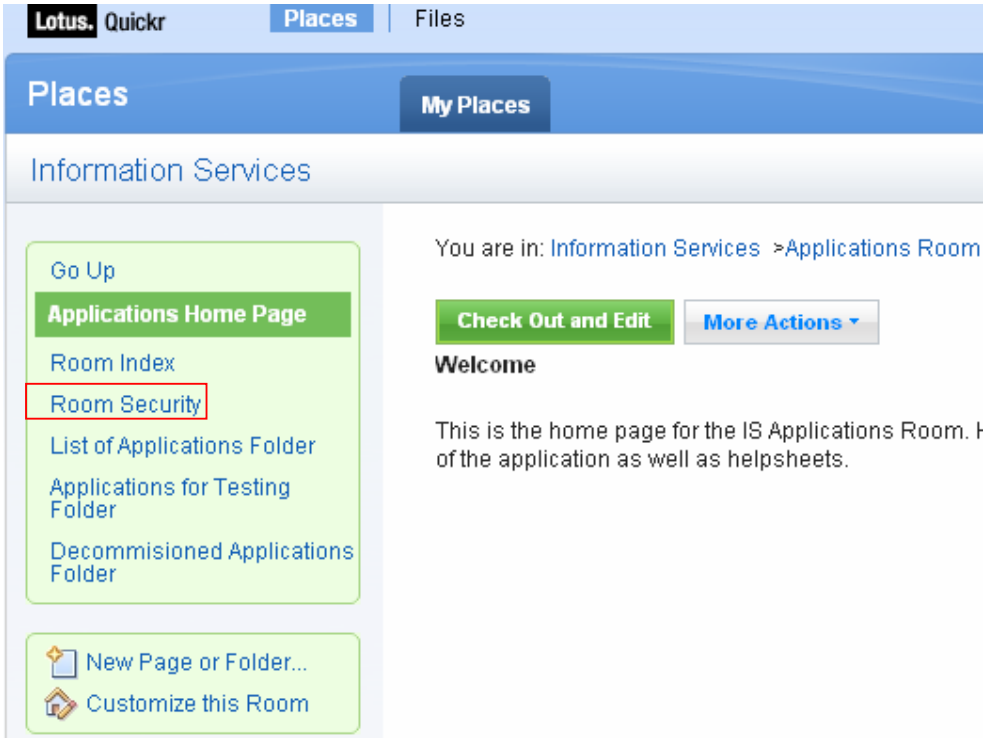
If you choose inherit membership from parent room, you give the new room the same membership and access levels as the current room i.e. the room/level you are at when you create the new room, if you want to restrict access do not check this box.

6. Click **Create** button

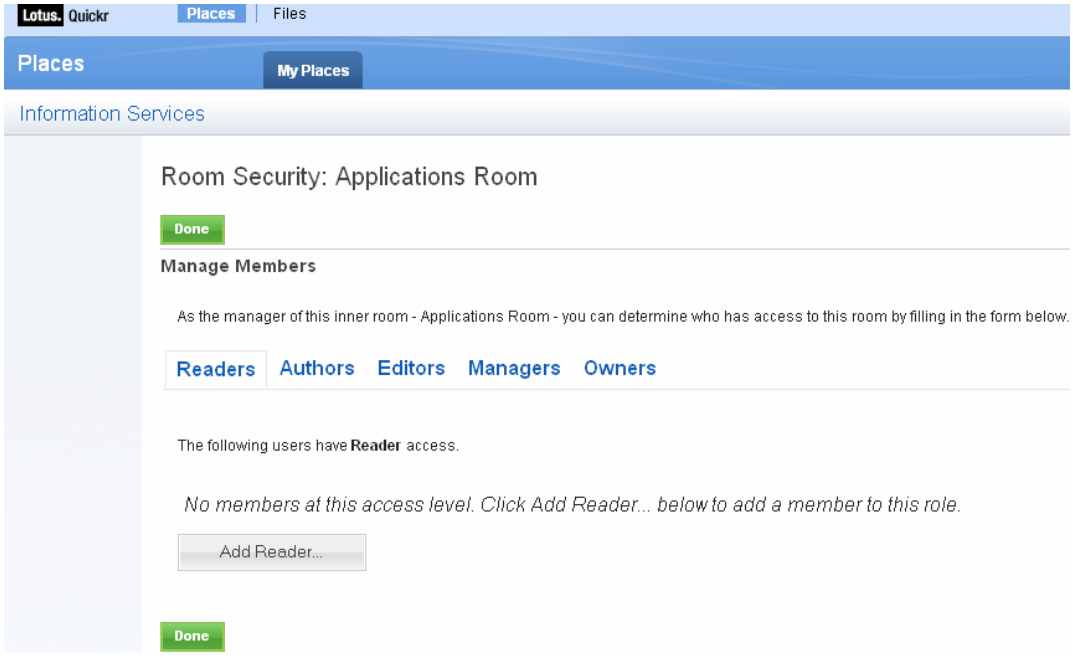
Good working practice – when naming a room add the word “room” to distinguish between a room and a folder as there is no other way to specifically identify a room.

RESTRICTING ACCESS TO A ROOM

1. Click **Room Security** in the table of contents



The following screen will open:



2. Access defaults to Readers, select tab if you want to change the level of access

3. Click **Add Reader**

A list of members of the Quickr will appear

4. Check the box next to the names of the members you want to have reader access to the room

5. Click **Submit** button

6. Repeat points 2 to 5 until you have assigned all the access you want to the room

REMOVING ACCESS TO A ROOM

1. Go to the **Room Security** option in the table of contents

2. Check the box next to the name of the person you want to delete

3. Click the **trash can icon** to the right of the name

4. Click **Next**

Continue this process until you have deleted all the members you need to.

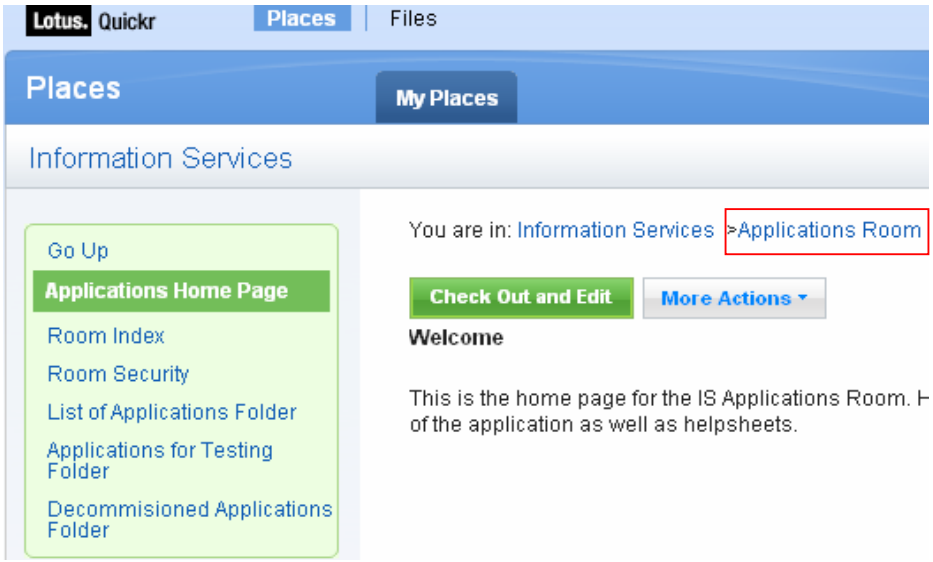
DESIGNING A WELCOME PAGE FOR YOUR QUICKR AND YOUR ROOMS

It is a good practice to change the Welcome page of your Quickr and the Instruction pages of your room to give an indication as to why the Quickr has been set up and how it's intended to be used.

Good working practice - provide contact details for your Quickr rooms, for example who are the managers of the room.

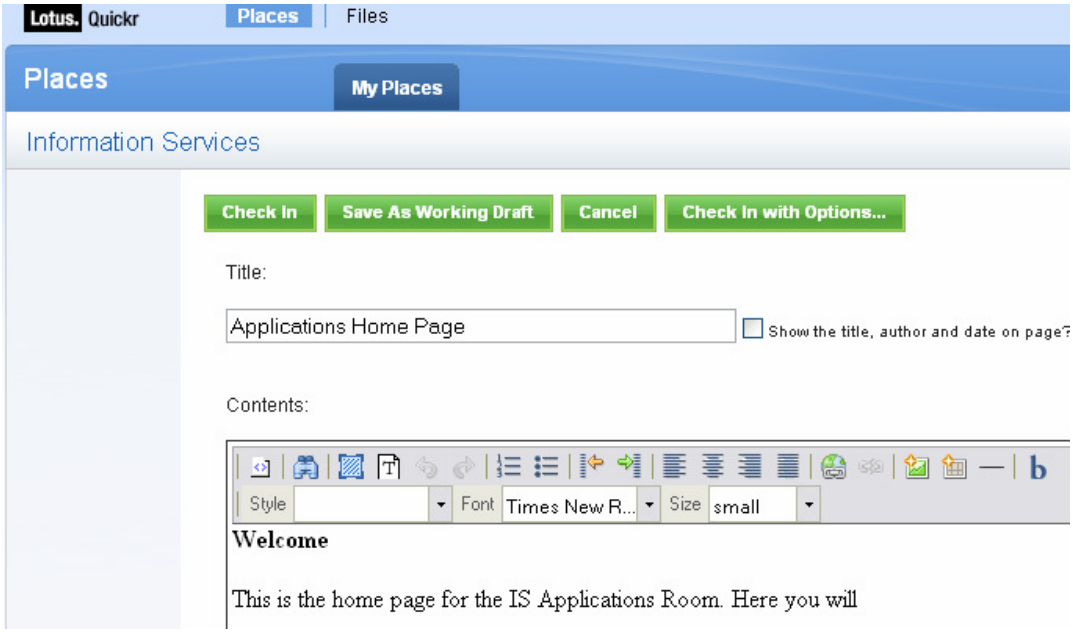
To change the Instructions page, make sure you are in the correct room

- Click on your **Room** in the table of contents



- Click **Check Out and Edit** button

The following screen appears:



1. Change the information on the page to meet your needs

2. Click **Check In** or **Check in with Options** (see page 31 for details)

Check In = allows you to save a document, without informing members

Check In with Options = allows you to save a document, and inform members that there has been changes made. It also allows you to add editors to the document if you choose. Adding editors allows others to make changes to a document if required.

See page 27 for further information on the functions of each of the buttons when creating a page.

DELETING A ROOM

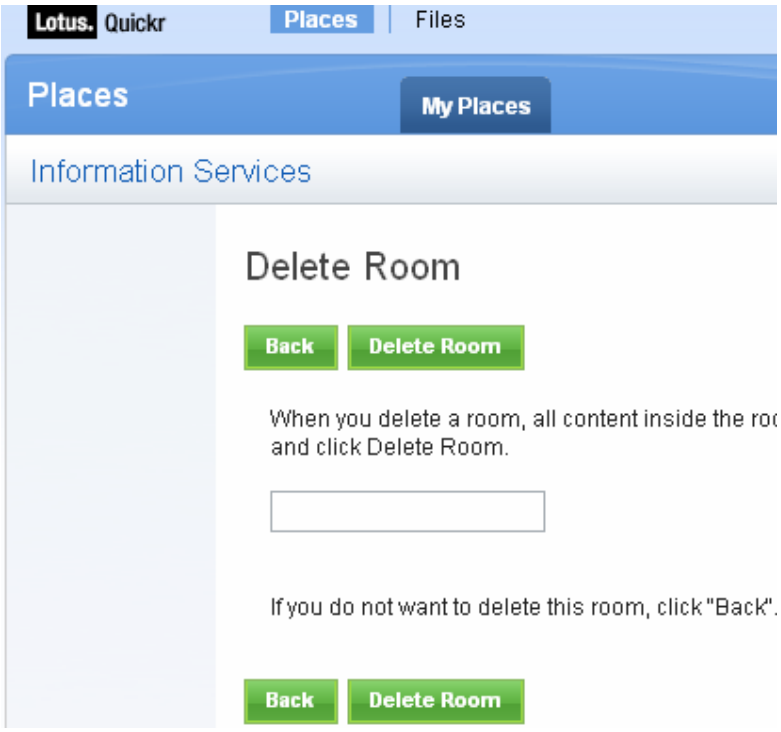
1. Select the room you want to delete

2. Select **Room Options** from the navigation panel

3. Click **Customise this Room** option

4. Click **Basics** option

5. Click **Delete this Room** option



6. Type "**Yes**" in the box to confirm you wish to delete the room

7. Then click **Delete Room** button

Your room has now been deleted.

FOLDERS

Folders allow you to group together a collection of related pages, for ease of reference and better organisation.

EMBEDDED FOLDERS

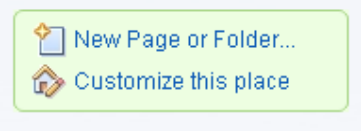
With the functionality of embedded folders, it means you can now have folders within folders to help with structuring your content. This gives you more flexibility in creating structure without having to worry about access.

There are five different types of folders you can choose from depending on the type of information you wish to store.

CREATING A FOLDER

You can create folders to store your pages/documents. You have the same selection of folder e.g. simple list, ordered list etc.

1. Click New **Page or Folder…** in the table of contents

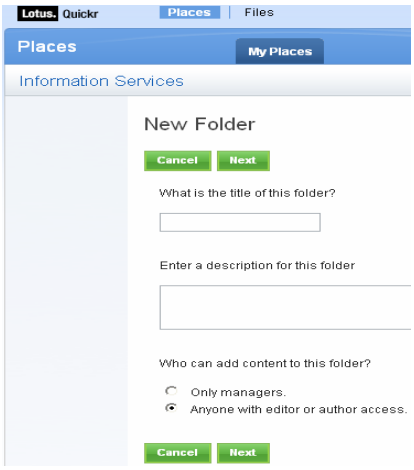


2. Scroll down and click on Folders

You have 5 different types of folder to choose from, each folder has different attributes and you need to consider these before you select the type of folder you want to use.

3. Click on the type of folder your want

The following screen will open:



4. **Enter** the name of the folder

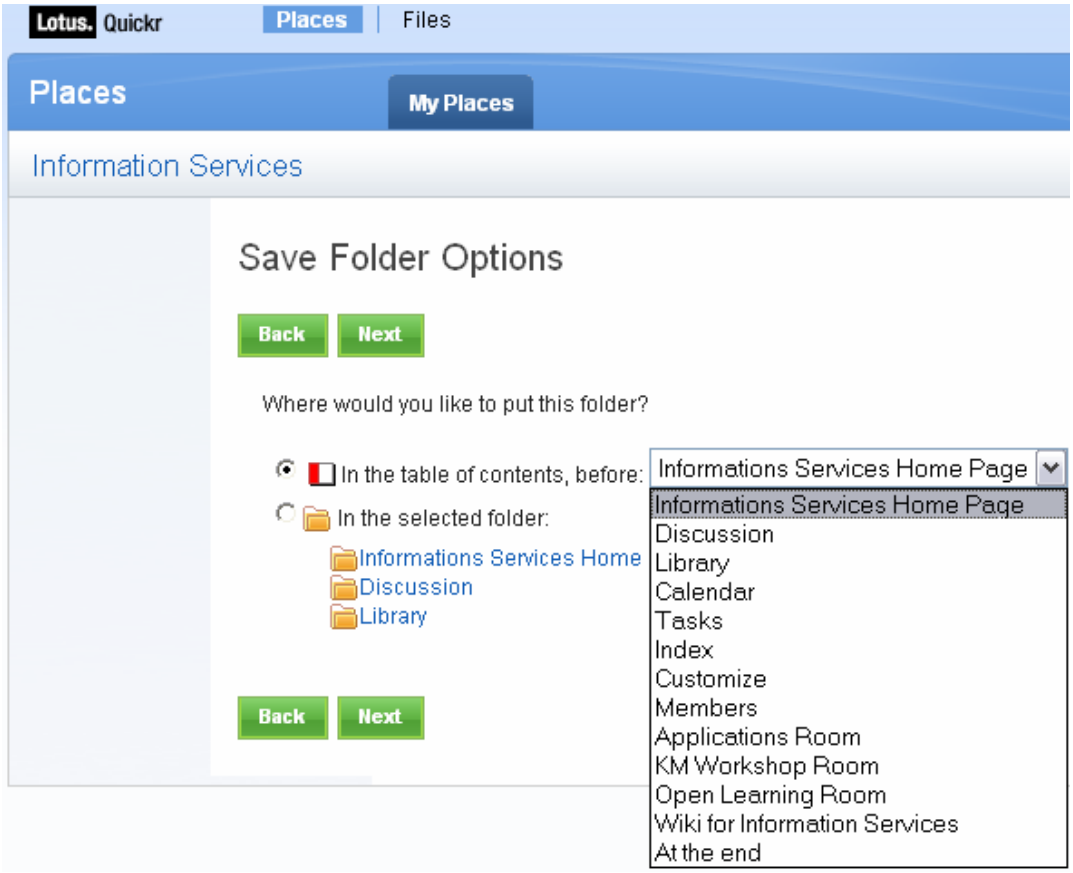
5. **Enter** a description if you require one

Good working practice - add the word folder to the end of the name, it may help with navigation.

6. The system defaults to “Anyone with author/editor access” can add content to this folder. If you wish for managers only, change the default setting.

7. Click **Next**

The following screen will open, you need to decide where to place the folder in the navigation panel.



8. Choose where you want to place your folder

You can place the folder in the navigation panel of the room your are in, or you can place it in a pre-existing folder.

9. Click **Next**

Your new folder has now been created.

SETTING FORM DEFAULT BUTTON IN A FOLDER

When creating a new folder in Quickr you can set the default form button – it defaults to New Post when a folder is created, new post forms are discussion database pages.

You can re-set this to a different, more appropriate default if you want to e.g. page, link, word document etc.

You can change the option when you create the folder, alternatively you can change it at a later date, opening the folder

1. Click **More Actions**

2. Click **Folder Options**

Scroll down to Present a link to a default form for authors to use in this room

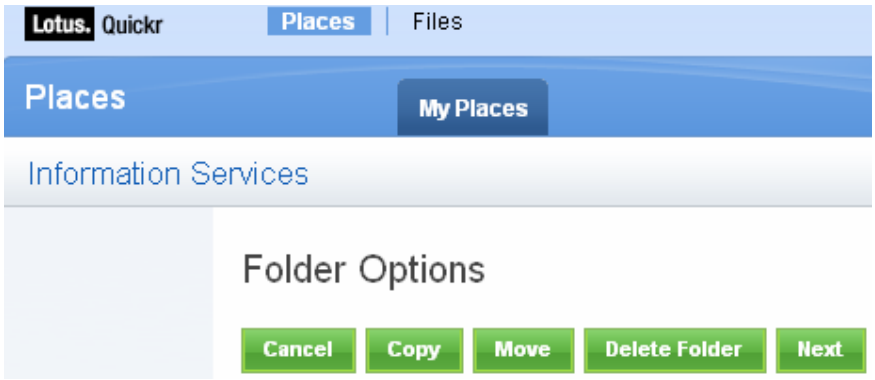
3. Click on drop down arrow
4. Select new default form
5. Click **Next**
6. Click **Next**

DELETING A FOLDER

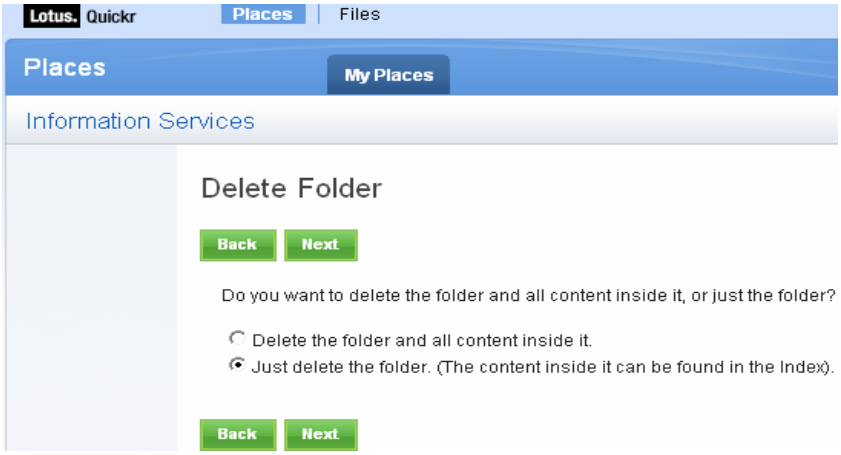
Make sure you are in the folder you want to delete:

1. Click **More Actions**
2. Click **Folder Options**

The following screen appears:



3. Click **Delete Folder** button



You have two options; to delete the folder and of the content inside it, or just to delete the folder (the pages go in the index)

4. Make your choice by clicking in one of the radio buttons

5. Click **Next**

Your folder is now deleted

PAGES

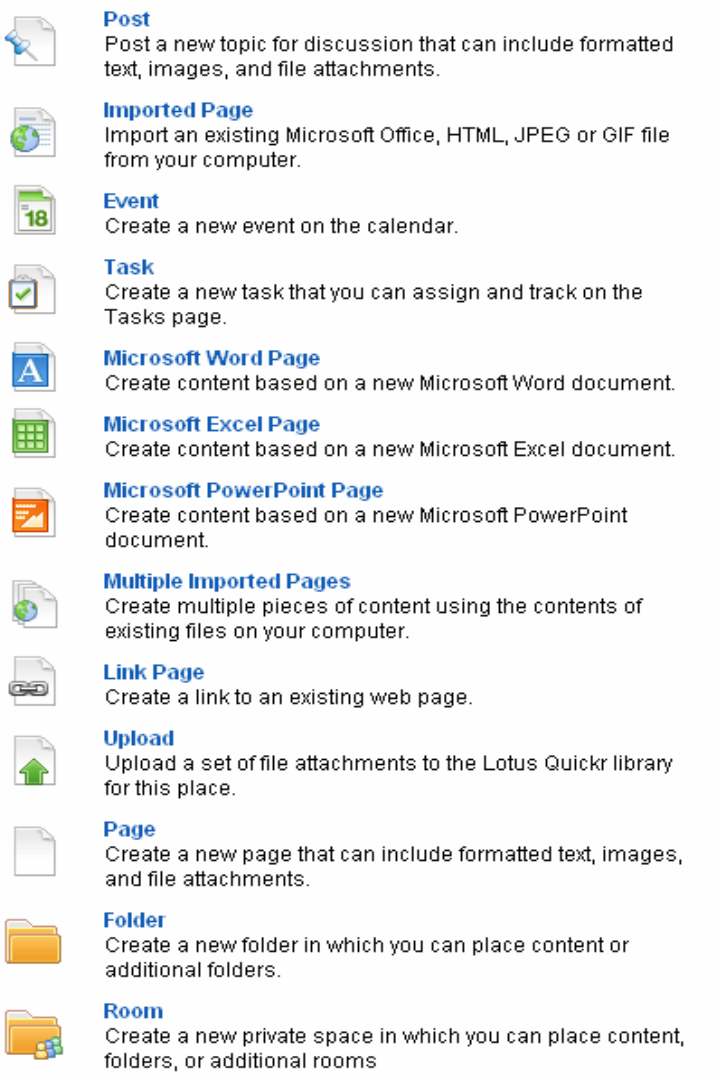
Create a new page when you have a collection of information, text and attachments that you want to present on the same screen.

You can create pages if you are the manager of the room in which you want to create the page, or have been granted author access to the room in which you want to create the page.

There are various different page options available. Please see the table below:

ADDING A NEW PAGE

Adding a new page is found under **New Page or Folder…** there are now 11 options from which to choose from. Each option has a description of use


Post
Post a new topic for discussion that can include formatted text, images, and file attachments.
Imported Page
Import an existing Microsoft Office, HTML, JPEG or GIF file from your computer.
Event
Create a new event on the calendar.
Task
Create a new task that you can assign and track on the Tasks page.
Microsoft Word Page
Create content based on a new Microsoft Word document.
Microsoft Excel Page
Create content based on a new Microsoft Excel document.
Microsoft PowerPoint Page
Create content based on a new Microsoft PowerPoint document.
Multiple Imported Pages
Create multiple pieces of content using the contents of existing files on your computer.
Link Page
Create a link to an existing web page.
Upload
Upload a set of file attachments to the Lotus Quickr library for this place.
Page
Create a new page that can include formatted text, images, and file attachments.
Folder
Create a new folder in which you can place content or additional folders.
Room
Create a new private space in which you can place content, folders, or additional rooms

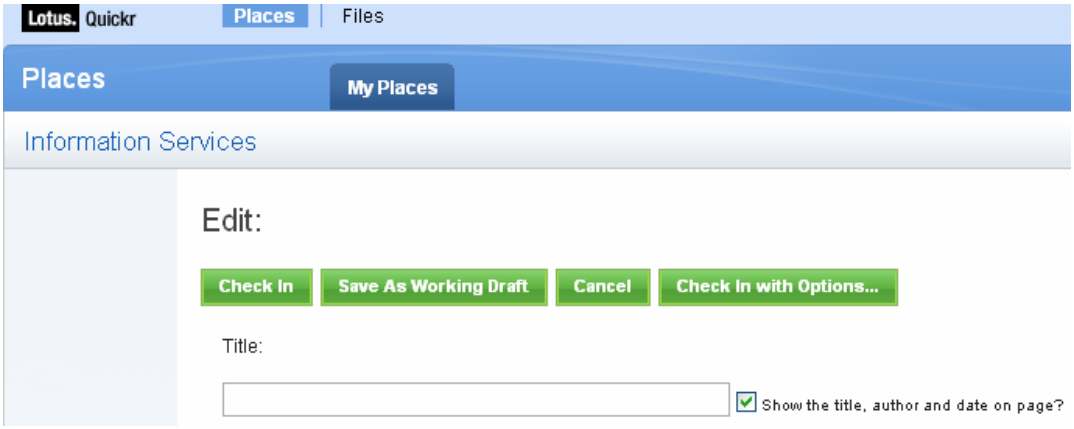
CREATING A NEW PAGE

Choosing Your Page Title

The title of the page can include multiple words. Try to keep the page title short so it can be displayed in its entirety in the table of contents or in the listing of pages in a folder or the index.

- Click **New Page or Folder** link in table of contents
-
- Click on the type of new page you want to create

The following screen will open



- **Enter** the title of your page

The checked box next to "Show the title, author and date on page?" display the page title, your name, and the date you created the page at the top of the finished page

- **Enter** any text in the free text field below the **Title** column
-
- Click either **Check In** or **Check In with Options…** button (see page 32 for details)

Check In = saves the content so that others can see it

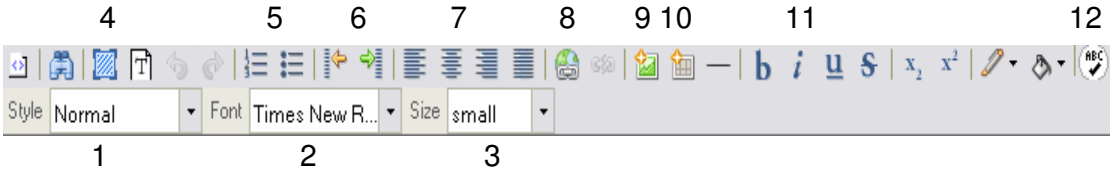
Advice: You are strongly advised to give at least one other person author access to every page you create, so that if you are away or unavailable the page can still be edited.

Check In with Options = saves the content, allows you to add authors/editors as well as notify members that it is available.

NOTE: If you or someone else later edits the page, Quickr changes the date to show the date the page was modified.

- Type in the contents of your page

There are various option buttons available to you when you are creating the contents of a page. A description of each is below

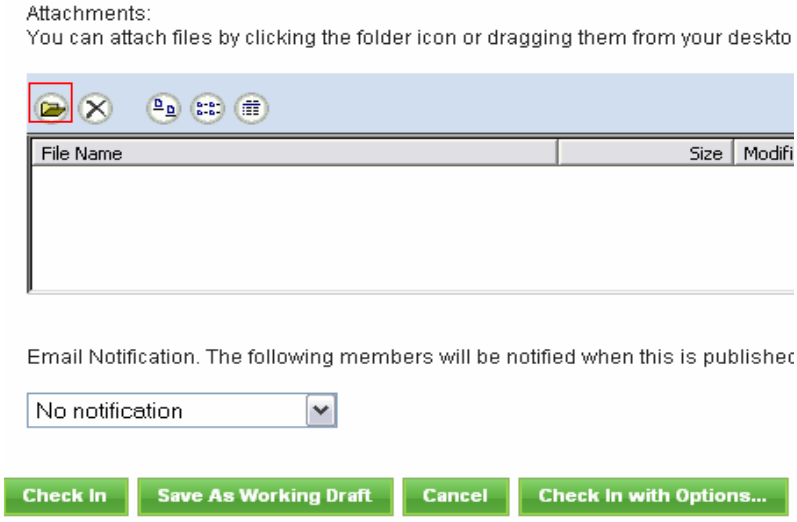


1.	Style	7.	Alignment options
2.	Font	8.	Insert/Edit Link
3.	Size	9.	Insert/Edit Image
4.	Select All	10.	Insert/Edit Table
5.	Bullets and numbering	11.	Text formatting options
6.	Indent options	12.	Check Spelling

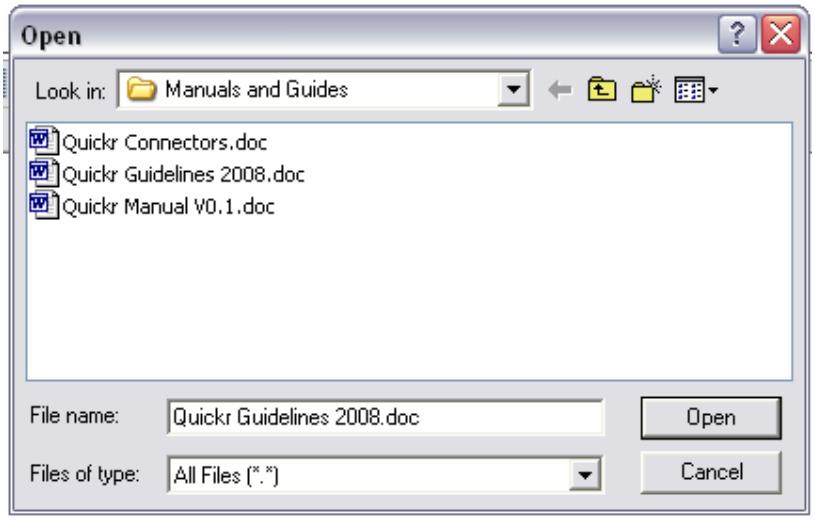
Attaching Documents

When creating a page you can attach documents. To do this navigate to the bottom of the page to attachments

- Click the **Folder Icon**

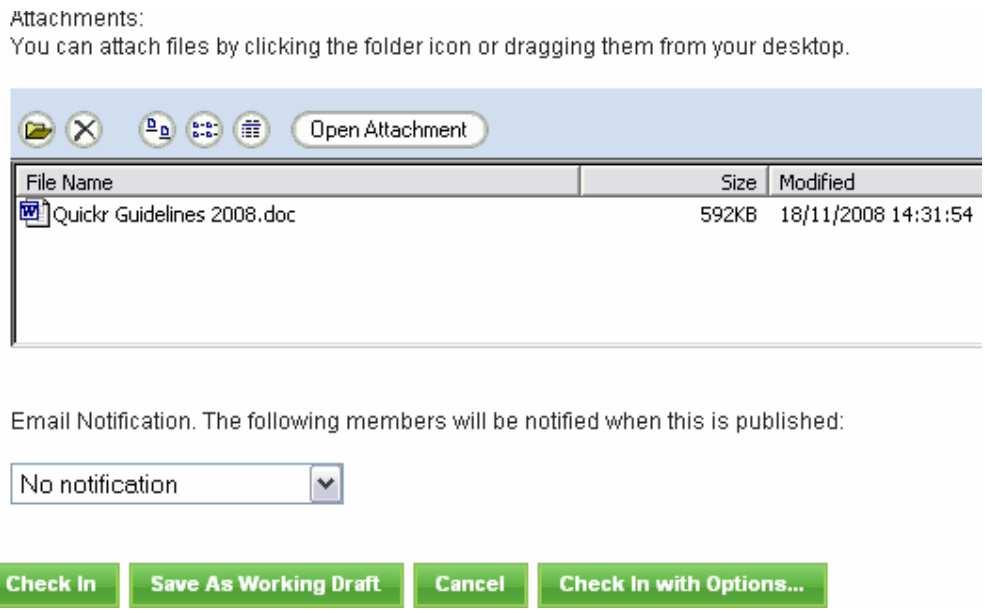

Attachments:
You can attach files by clicking the folder icon or dragging them from your deskto
File Name
Size
Modifi
Email Notification. The following members will be notified when this is publishec
No notification
Check In
Save As Working Draft
Cancel
Check In with Options...

The following dialogue box appears:



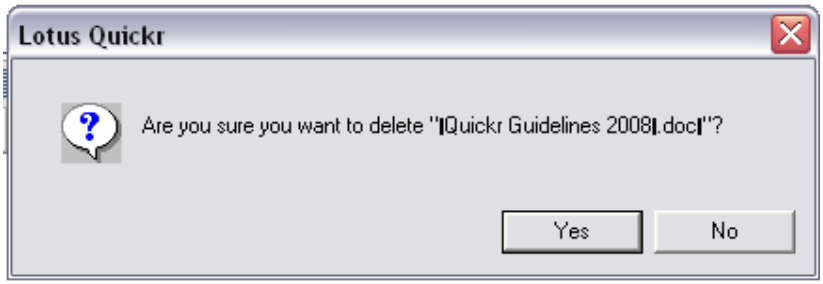
- Navigate to the appropriate drive and folder
- Select the document(s) you want to attach
- Click **Open**

The document is then attached to the bottom of the page. See picture below:-



Removing an Attachment

- Go to the bottom of the page
- Click the attachment you want to remove
- Click the to remove
- The following dialogue box appears:-



- Click "**Yes**" to remove attachments
- Then **Check In** the page

CHECKING IN PAGES

You have two checking in options, Check In and Check In with Options

Checking in a page allows other members of the Quickr to see your page.

NOTE: If you are going to use the Check In option you need to make sure you are in the correct room, or folder before you create your page as you will not get the option of where you would like to put your page once you click on publish.

Check In with Options

Check In with Options does exactly the same as Check In only it gives you a variety of publication options before allowing other people to see your page. Here are the options you will get:

- **Create** (default) puts the document away so that others can see it
- **Notify** (by email). Check this option when you want to send people an e-mail indicating the new or revised page is available for viewing

- **Restrict readers** Check this option when you want only a selection of individuals to see the page when they visit the room or folder

- **Add authors** Check this option when you have created a page with contents that you would like other people to modify (do this for all pages you create)

- **Add to calendar** Check this option when you want to insert the page title in a calendar for the current room. For example, if you have just created a page that describes the agenda for a meeting, you can insert the page title into the calendar in the slot that corresponds to the meeting time. When a prospective meeting attendee looks at the calendar for the room, he or she will see the page title in the relevant time slot and can click the title to display the agenda. This option only appears if the current room includes a calendar

- **Save as Draft** Select this option when you want to create a draft version of the page. This means only the author can see it. The page title appears in the table of contents or in a folder only when you enter the current room; for everyone else, the page title is invisible

These options are available once you have edited a page. These options are not available when creating a new page.

- **Revert**. Select Revert if you are editing a previously published page, and want to revert the page to its previously-published contents

- **Move.** Select this if you want to move the page to a different area in the Quickr, i.e. a different room

CHOOSING A LOCATION FOR THE PAGE TITLE

If you have owner or manager access to your place, you can choose to display the page title in the table of contents, in a folder in the table of contents, or in the Index in the current room.

If you have author access to your Quickr and you have access to one or more folders in the current room, you can choose the folder in which you want to display the page title or choose the Index as the destination for the page title. If there are no folders in the current room (or none that you have access to), you can display the page title in the Index only.

– To specify the Index as the location for the page, select Index.

– To specify a folder as the location for the page, select the name of the folder in which you want the page to appear. For example, if you want the page title to appear in the Library folder, select Library. The page title automatically appears in the Index, as well.

– To specify the table of contents as the location for the page:

- Select Table of contents

> **Note:** Links that are in the table of contents are very prominent to those who visit your place, so it is best to put critical pages only in the table of contents; that is, pages that you want virtually every visitor to read. Try to limit the number of entries in your table of contents to nine or fewer. Only owners and managers of a Quickr can add titles to, remove titles from, or reorder titles in the table of contents.

- Click the down arrow next to **insert before** to display the options
- Click the title above which you want the new title to appear. (The page title automatically appears in the Index, as well.)
- Click **Next**

Your page has now been published

EDITING AN EXISTING PAGE

You can check out any page for which you have editing rights. While the page is checked out to you, no other editor can make changes to the page or see your edits until you check the page back in.

> **Note**: The original version will still be visible to anyone who has access to it. Remember to check the document back in, otherwise it is locked out to evervone else to edit.

TO CHECK OUT A PAGE

Enter the room or folder that contains the page you want to edit.

- Locate and click on the page title of the page you want to check out
- Click

If the page is in a folder:

- Click the Folder Title in the table of contents, locate the document in the folder then follow the previous two steps above

The page is now reserved for editing by you alone. You can edit it now or at a later time.

Note If someone else has checked out the page and is editing it, you will still see the Check Out and Edit option, and you will also see a padlock with name of the person who has checked out the page.

Once you have made the changes you can either save it as a draft or publish it. If you save it as a draft no one can see the changes made to the page until you publish it. If you publish the page; the new page (including any changes you have made) replaces the original version of that page. It then becomes visible to all those who have access to it.

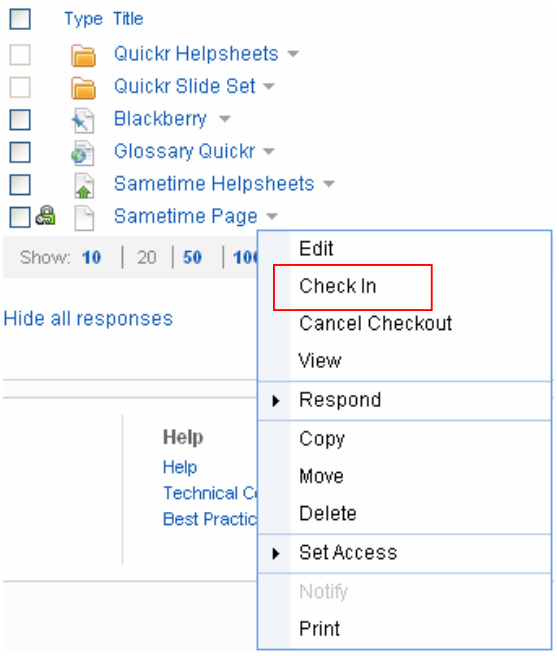
CHECKING IN A PAGE

If you created a draft version of a page that other people can edit, you must check in the draft page or check in with options to make your changes available to other readers, editors and authors.

Clicking Check In to publish a page you have checked out automatically checks in the edited page so that other members can read and edit it. Click Check In with Options and then select Save as draft if you want to create a draft version of the page so you can interrupt your work on it and resume working on it later.

To check in a page:

- Enter the room or folder that contains the page you want to check in.
- Click on the drop down arrow to the right of the page title



A drop down menu appears

- Click **Check In**

The padlock will disappear and the page will be available to others, for editing.

If you open a document and you see a second tab entitled Draft In Progress it means that someone has checked out the document and saved it as a draft. If you are a manger/owner you can check this document in.

COPYING, DELETING or MOVING PAGES

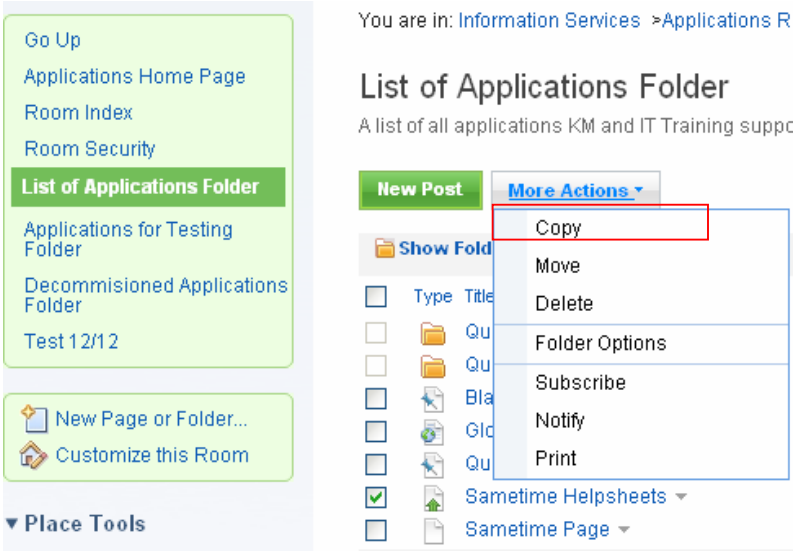
Action	Author privileges	Editor privileges	Manager/Owner privileges
Copying Pages	You can copy any page in the current folder, whether or not you created it	You can copy any page in the current folder, whether or not you created it *	You can copy any page in the current folder, whether or not you created it
Deleting Pages	You can delete pages you created only	You can delete pages you created and pages created by other people *	You can delete pages you created and pages created by other people
Moving Pages	You can move pages you created only	You can move pages you created and pages created by other people *	You can move pages you created and pages created by other people

* Task pages are an exception: an editor may not delete, move or copy a task page unless the editor is specifically granted access by the creator of the page when the page is published.

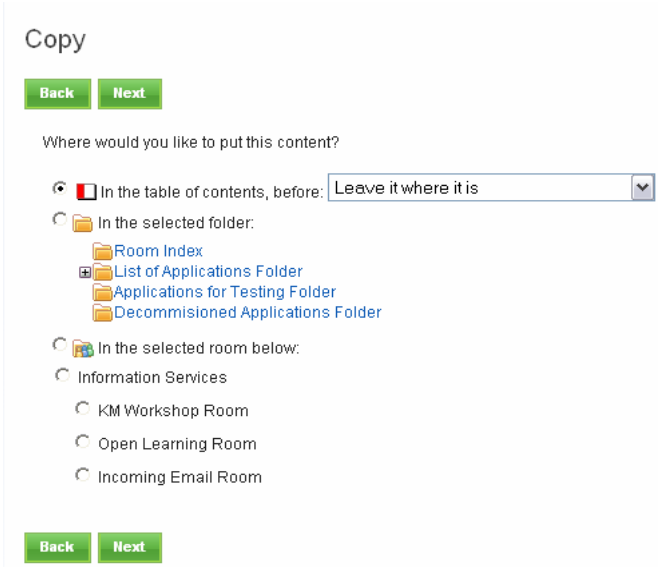
COPYING PAGES

You can create a duplicate version of a page by copying it.

1. Enter the room or a folder that contains the page you want to copy
2. Click the title of the page you want to copy, or, if the page is in a folder, click the folder title, then click the page title
3. Tick the box next to the page you want to copy
4. Click **More Actions** button



5. Click **Copy** (If you do not have editing rights to the page you are trying to copy, these options do not appear)
6. Select the location to which you want to copy the page, then click **Next**

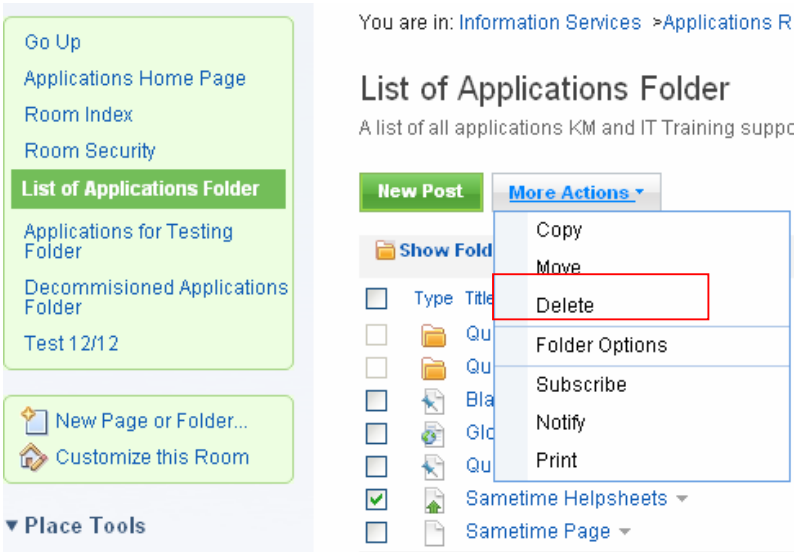


7. If you selected another room in the previous step, select a location in that room and then click **Copy**

DELETING PAGES

Deleting a page removes it permanently from Quickr. Once you have deleted a page you cannot retrieve it. You cannot delete a draft page or a page checked out by another member.

1. Enter the room that contains the pages you want to delete
2. Click the title of the page you want to delete, or, if the page is in a folder, click the folder title, then click the page title
3. Click the boxes next to the titles of the pages you want to delete
4. Click **More Actions**

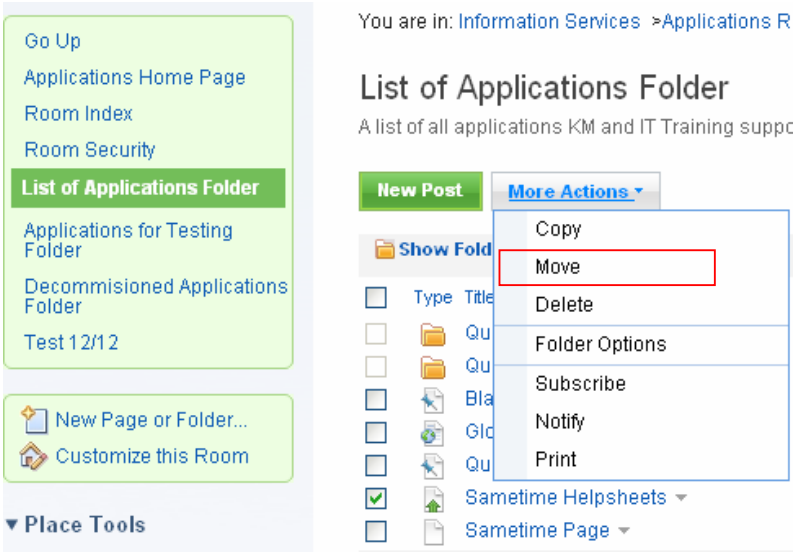


5. Select **Delete**
6. Click **OK** to confirm that you want to delete the pages

MOVING A PAGE

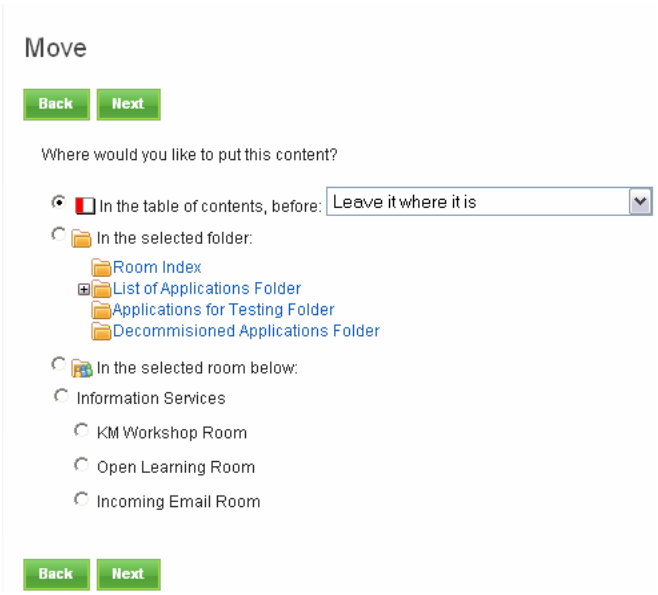
1. Enter the Room that contains the page you want to move
2. Click the title of the page you want to move, or, if the page is in a folder, click the folder title, then click the page title

3. Tick the box next to the page you want to
4. Click **More Actions** button



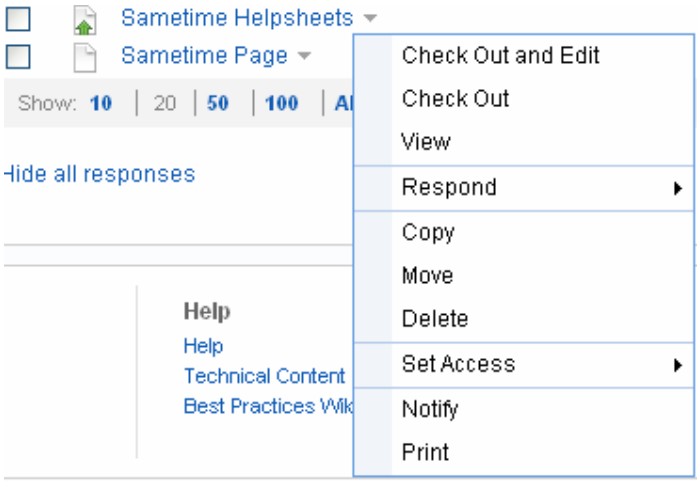
5. Select **Move**
6. Select the location to which you want to copy the page, then click **Next**

Note: Please remember the moved page will disappear from its original location



7. If you selected another room in the previous step, select a location in that room and then click **Move**

Copy, delete and move can also be carried out using the drop down arrow on the right hand side of the document name

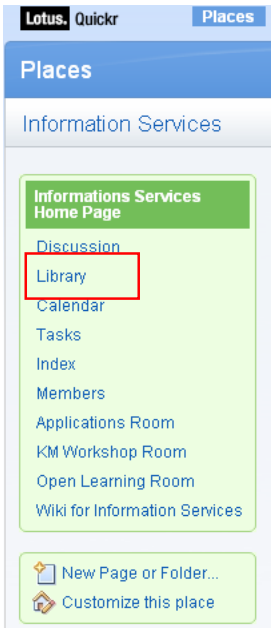


USING THE LIBRARY

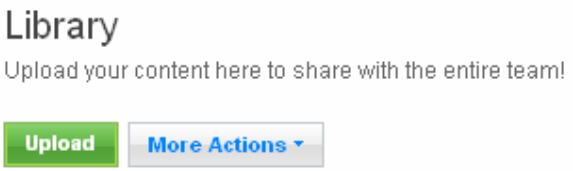
Use the library function to share documents that are common to all of the Quickr membership. Every member of your Quickr will have access to the library at the home page level. For example documents like a business plan or and organisation chart etc.

You can easily upload content into your library using the upload function within the library screen. This option allows you to add either single or multiple documents at a time .

- Click on **Library** in the table of contents

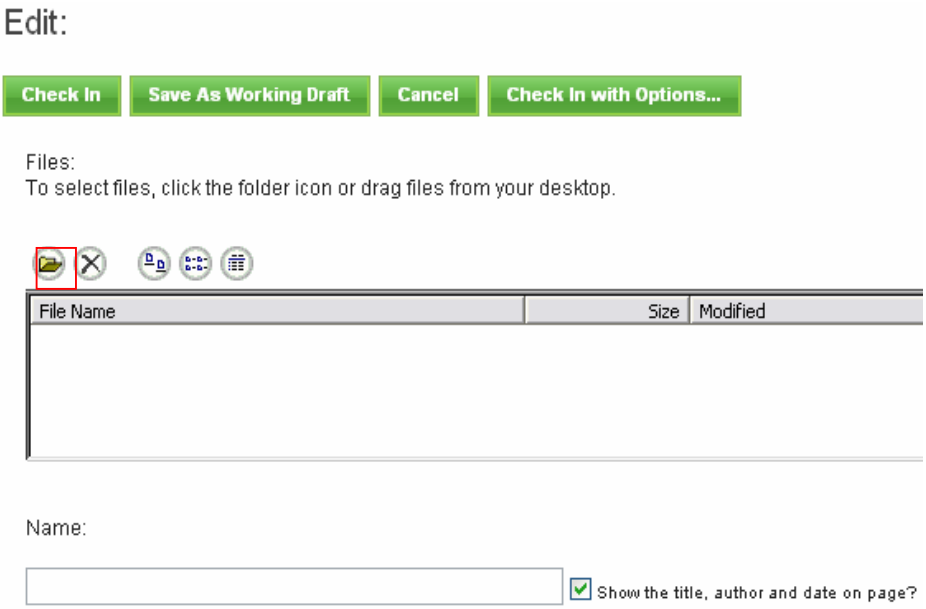


1. Click the **Upload** button

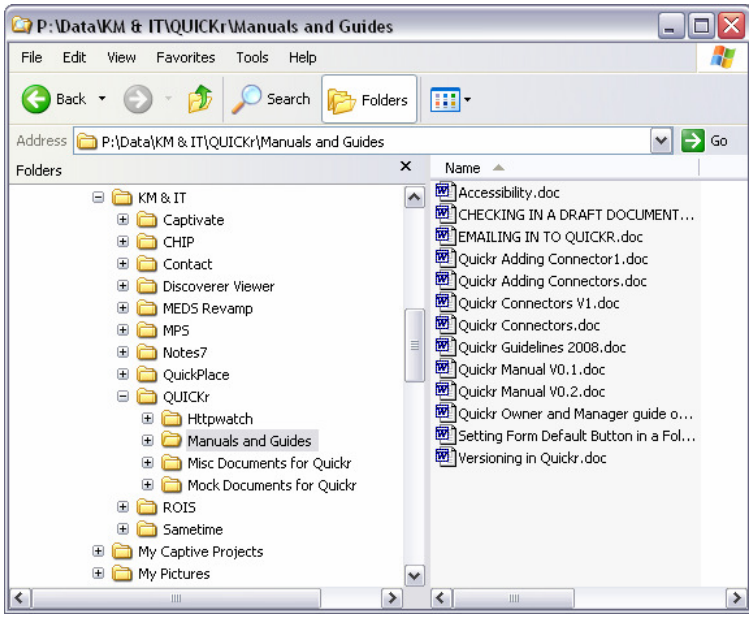


The upload window opens

2. Click on the file icon



The windows explorer dialogue box opens



3. Locate and **Double click** on the document you want to add to the Quickr
4. **Enter** the name of the page in the **Name:** field
5. Click **Check In** or **Check In with Options…** buttons

NEW VERSIONS

The option of **New Version** allows to copy an existing page you can have multiple versions of the same document. When you create a version of a page, Quickr copies the contents into a new document and opens the new document for editing. You can then modify the contents of the original document in the version.

Each version page includes a link to the original version of the page. You can create versions for your own documents and for documents created by other authors. You cannot create a version of a document in the table of contents or the index.

CREATING A NEW VERSION OF A PAGE

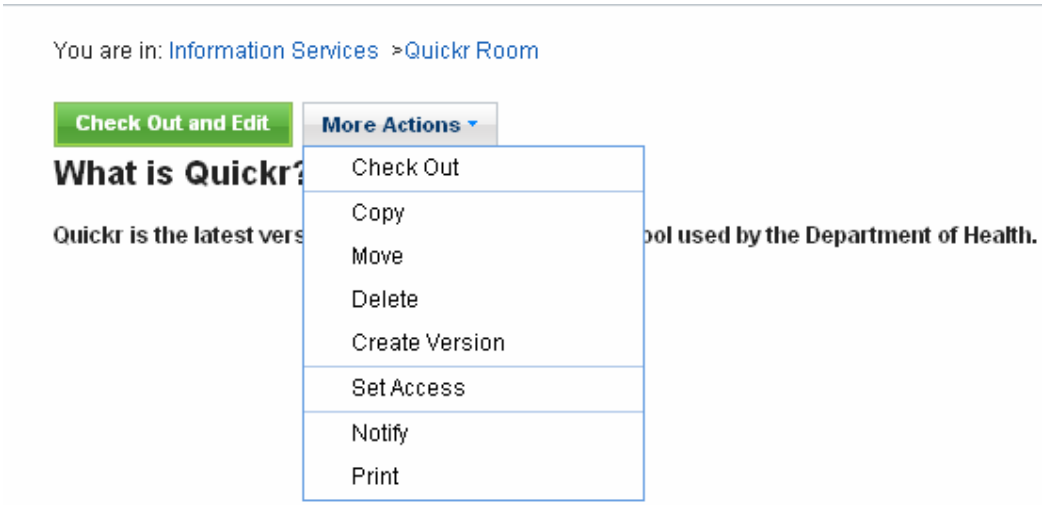
You can create a new version of an page and archive the current version. The new version becomes the current working version. You might want to do this if the contents of the page are going to change for a period of time but you want to revert to the original at a later date.

1. Enter the room/folder that contains the page you want to create a new version of

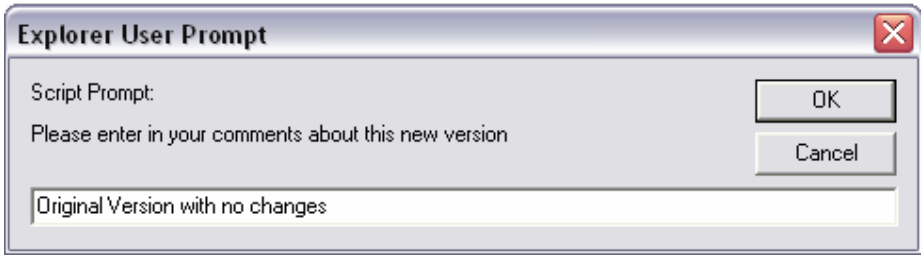
2. Open the page

3. Click **More Action** button

4. Click **Create Version** button



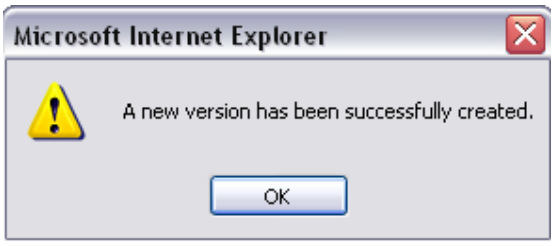
A dialogue box will appear



Type in a brief comment that will help you identify this version of the document in the event you later want to restore it

5. Click **OK**

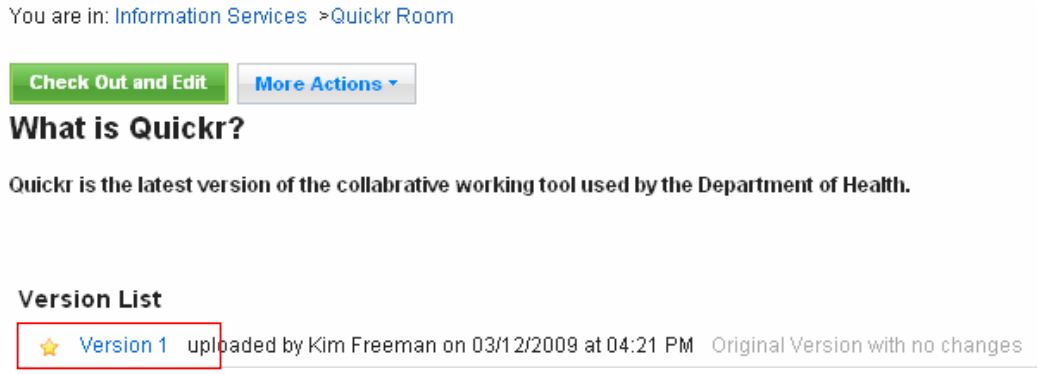
A pop up box will appear informing you that a new version has been successfully created.



6. Click **OK**

You have created a copy of the original page and any changes you make, you make to that copied page, leaving the original page unchanged

A new version list will appear at the bottom of the page. The published version of the document is the one you can see at on the screen.


You are in: Information Services >Quickr Room
Check Out and Edit
More Actions
What is Quickr?
Quickr is the latest version of the collabrative working tool used by the Department of Health.
Version List
Version 1 uploaded by Kim Freeman on 03/12/2009 at 04:21 PM Original Version with no changes

7. Click **Check Out and Edit** button
8. Make the changes to your page
9. Click **Check in** or **Check In with Options**

You will see the changes you have made reflected on your page.

You are in: Information Services >Quickr Room
Check Out and Edit
More Actions
What is Quickr?
Quickr is the latest version of the collabrative working tool used by the Department of Health.
It is web based product developed by IBM
New text
Version List
Version 1 uploaded by Kim Freeman on 03/12/2009 at 04:21 PM Original Version with no changes

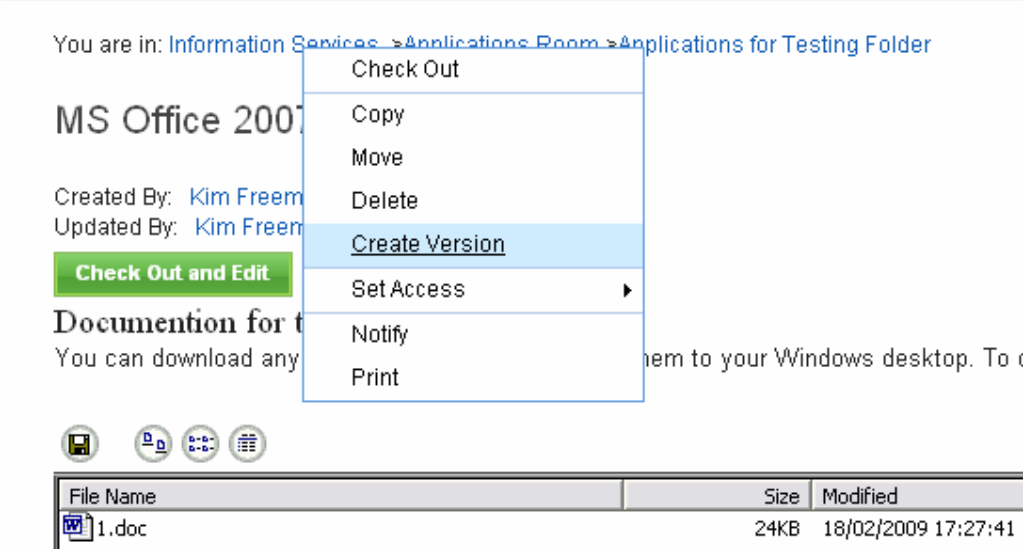
If you open **Version 1** you would see the text as it was before any changes have been made.

You can have as many versions of a document as you want and you can revert to a previous version.

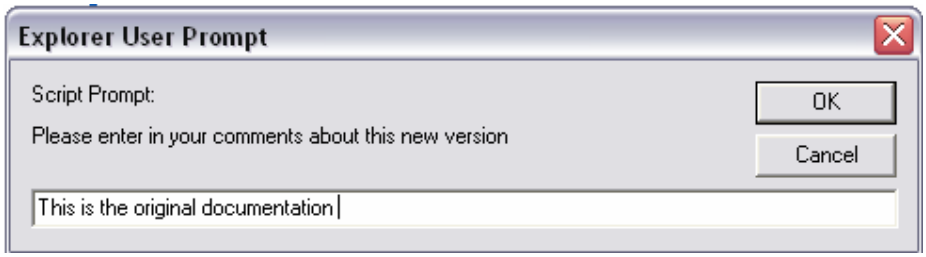
CREATING A NEW VERSION OF AN ATTACHMENT ON A PAGE

You can create a new version of an attachment and archive the current version. The new version becomes the current working version.

1. Enter the room/folder that contains the document with the attachment you want to create a new version of
2. Open the document
3. Click **More Action** button
4. Click **Create Version**



A dialogue box will appear



5. Type in a brief comment that will help you identify this version of the document in the event you later want to restore it
6. Click **Ok**

A pop up box appears, informing you that a new version has been created

7. Click **OK**

A new version list will appear at the bottom of the page. The published version of the document is the top one.

MS Office 2007
Created By: Kim Freeman 18/02/2009 17:24:12
Updated By: Kim Freeman 18/02/2009 17:26:37
Check Out and Edit
More Actions
Documention for testing MS office 2007
You can download any of the files below by dragging them to your Windows desktop. To open a file for r
File Name
Size
Modified
1.doc
24KB
18/02/2009 17:27:41
Published version
Version List
Version 1
uploaded by Kim Freeman on 02/18/2009 at 05:26 PM
This is the original documentation

To make your changes to the attachment in your new version

8. Click **Check Out and Edit** button

9. Double click on the attachment

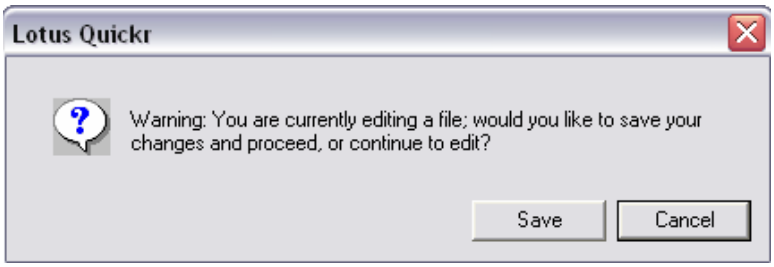
Your document will open in the appropriate application. Make your changes to the document

10. Click **Save** icon on your tool bar of the application

Return to Quickr

11. Click **Check In** or **Check In with Options**

A pop up box will appear, asking you to confirm if you want to save the changes made


Lotus Quickr
Warning: You are currently editing a file; would you like to save your changes and proceed, or continue to edit?
Save
Cancel

12. Click **Save** button

The new version of the document will be downloaded and saved into Quickr, and the date will change.

MS Office 2007
Created By: Kim Freeman 18/02/2009 17:24:12
Updated By: Kim Freeman 24/02/2009 11:44:29
Check Out and Edit
More Actions
Documention for testing MS office 2007
You can download any of the files below by dragging them to your Windows desktop. To o
File Name
Size
Modified
1.doc
34KB
24/02/2009 11:34:10

When you open the attachment you will see the revised document. You can revert to the original page and attachment at any time.

REVERTING TO A PREVIOUS VERSION

To revert to a previous version go to the room or folder that contains the page you want to revert to. You can revert to any version at any time.

You are in: Information Services >Quickr Room
Check Out and Edit
More Actions
What is Quickr?
Quickr is the latest version of the collabrative working tool used by the Department of Health.
It is web based product developed by IBM
Version List
Version 1 uploaded by Kim Freeman on 03/12/2009 at 04:21 PM Original Version with no changes

1. Click on the Version of the page you want to revert to

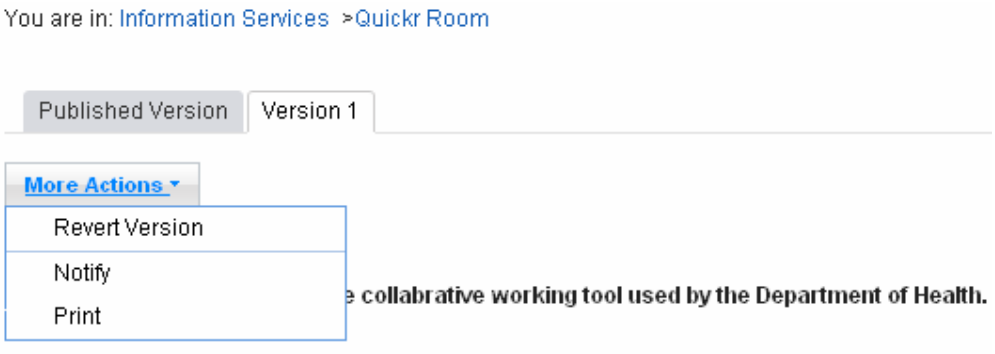
You will see the text of that version of the page

The screen changes and two tabs appear, **Published Version** and **Version 1**

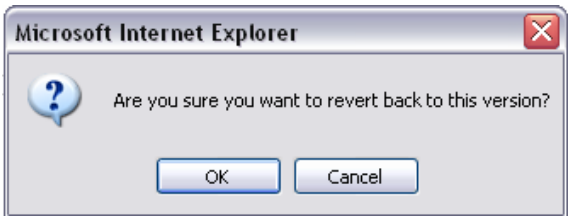
It defaults to Version 1, this is the original page with the original text.

To revert back to this original version

2. Click **More Actions**
3. Click **Revert Version**



A pop up box appears

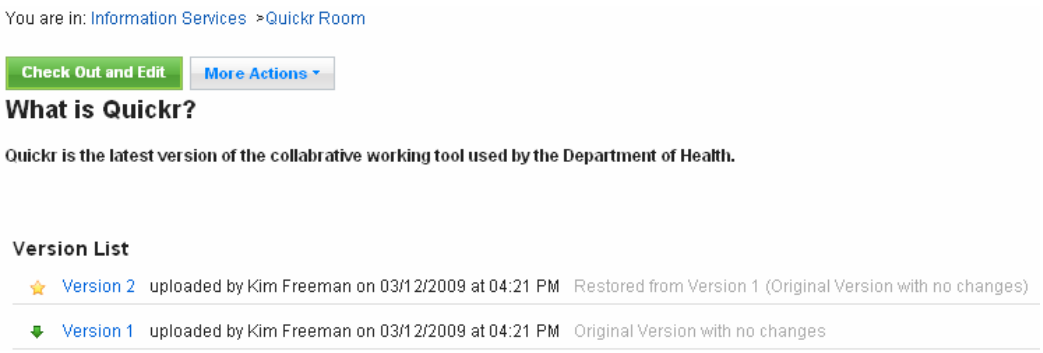


4. Click **OK**

A pop up box will appear, confirming that the page has been reverted

5. Click **OK**

The original version is restored


You are in: Information Services >Quickr Room
Check Out and Edit
More Actions
What is Quickr?
Quickr is the latest version of the collabrative working tool used by the Department of Health.
Version List
Version 2 uploaded by Kim Freeman on 03/12/2009 at 04:21 PM Restored from Version 1 (Original Version with no changes)
Version 1 uploaded by Kim Freeman on 03/12/2009 at 04:21 PM Original Version with no changes

The yellow star indicates that this is the current version of the document.

QUICKR CONNECTORS

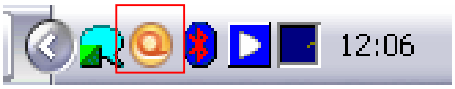
Lotus Quickr connectors allow you to work in whichever application your currently using, you no longer need to leave what you are doing and go somewhere else to get information or other documents. If you are working in any of the MS office applications e.g. Word you can now access your Quickr from within these applications.

ADDING CONNECTORS

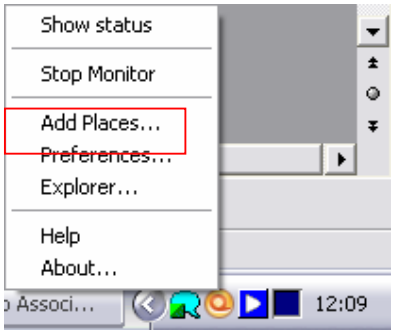
You need to add connectors; these “shortcuts” allow access to all of the Quickrs’ you are authorised to use. They allow you work within an MS office application e.g. Word and save your word document directly into your Quickr. Alternatively, it allows you to be in word and open a document directly from your Quickr without logging into Quickr. This allows you to work much more interactively/seamlessly with Quickr.

To add connectors you need to

1. Right click on the **Lotus Quickr** in bottom right hand corner of your tool bar



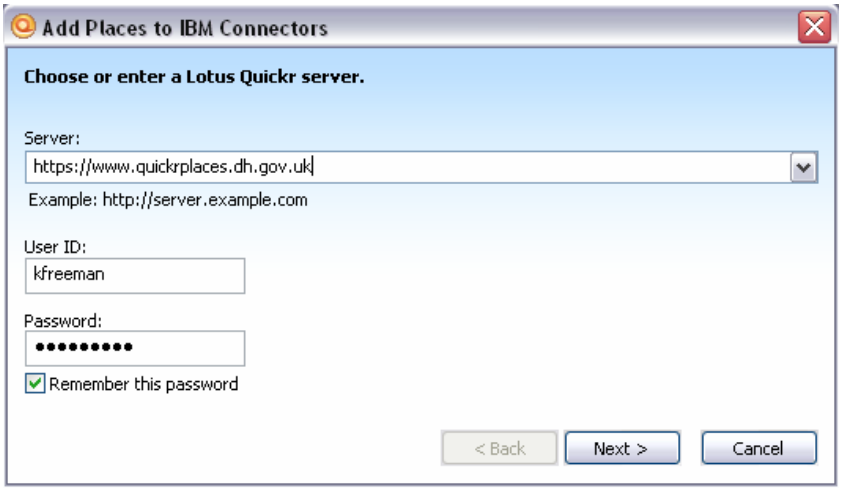
2. Click **Add Places…** from the pop up menu



The following window will open

You will need to ensure that you have the correct server in the **Server:** field this will be **https://www.quickrplaces.dh.gov.uk**

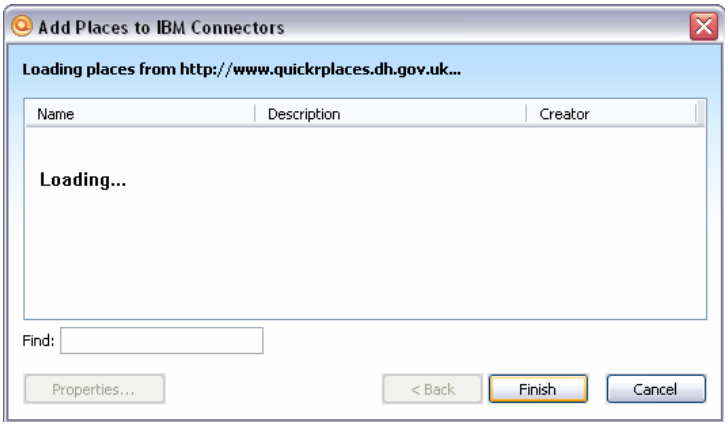
3. Enter your **User ID** e.g. kfreeman
4. Enter your **Password**



If you tick the **Remember this password** box your User ID and Password will in future be automatically be filled in for you.

5. Click the **Next >** button

The system is loading the Quickrs' you have access rights to.



Once the loading is complete, you will see a list of Quickrs' you have access to

6. Click in the check box next the name of the Quickr (s) you want to connect to
7. Click the **Finish** button

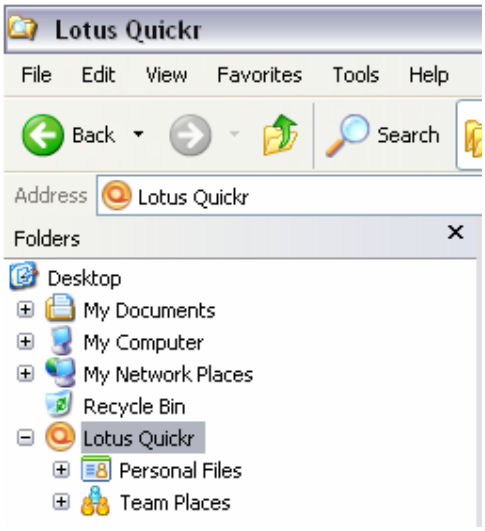
WHAT ROOMS AND FOLDERS DO I HAVE ACCESS TO?

If you want to know what rooms and folders, you have access to in a Quickr before you consider where to place your document, you can do this via windows explorer.

1. Click on **Windows Explorer** icon on your bottom tool bar
2. Click on the **Lotus Quickr** icon

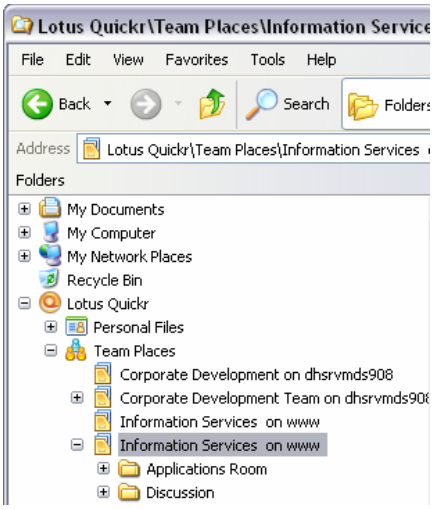
To see your Quickrs click on Team Places to expand it you will see all of the Quickr's you have added connectors to

3. Click on the ⊞ next to Team Places



You can expand a Quickr to see what rooms, folders are in it

4. Click on ⊞ icon next to your Quickr name and you will see the list of folders.



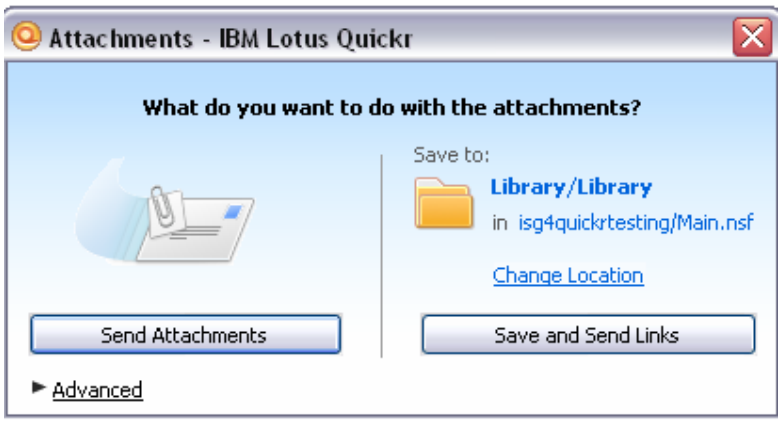
ENABLING CONNECTORS FOR EMAIL

As a Quickr user you will have Lotus Notes Connectors installed on your PC, these connectors allow you to work seamlessly with all of the DH core MS Office applications, including Lotus Notes Email.

The connectors are designed to allow you to retrieve or save documents directly to or from your Quickr.

With the connectors installed when you send an email containing an attachment, you can enable a prompt asking you if you want to save the attachment in your Quickr and simple send a link to that document.

✎ **Note:**The recipients must have access to your Quickr for them to be able to access the link.



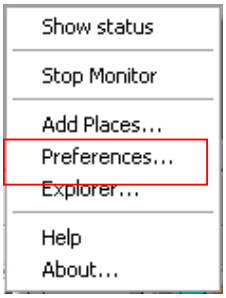
This prompt appears before the prompt for MEDS, it can be switched **ON** if required.

1. Locate the Quickr icon either on your desktop or your toolbar

2. Right click on the icon

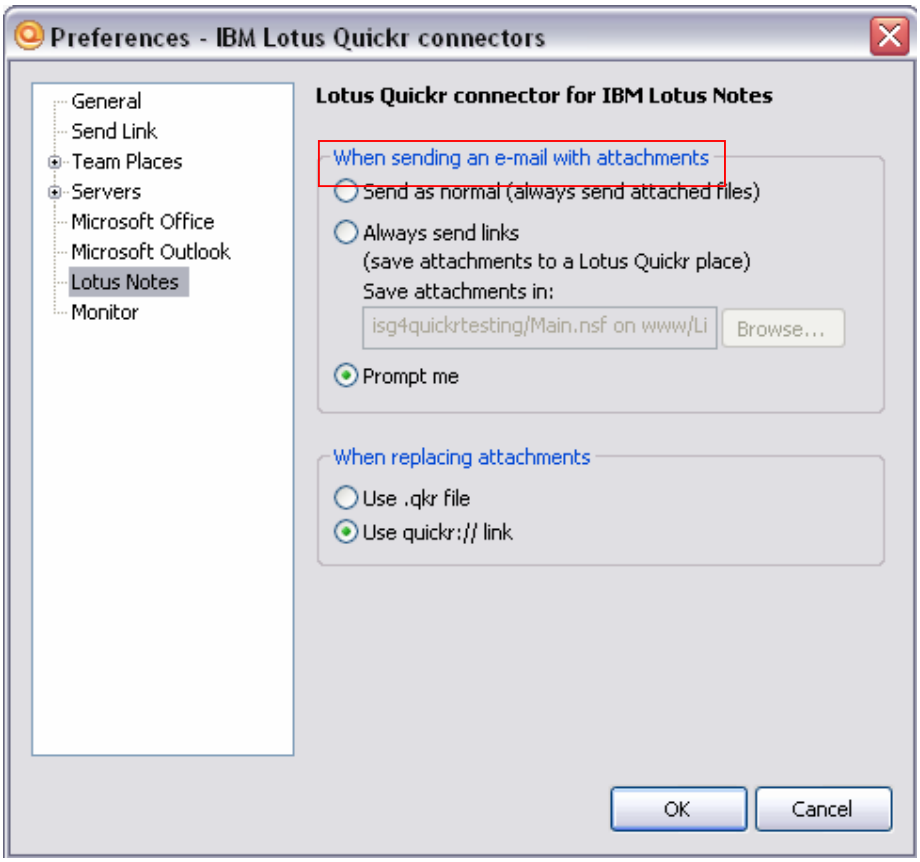
The mini menu box appears

3. Click on **Preferences…**



The **Preferences – IBM Lotus Quickr connector's** window opens

4. Click on **Lotus Notes** in the navigation panel in the left of the window



Under **When sending an e-mail with attachments**, you have three options.

- **Send as normal (always send attached files) –** this will send the attachment and not prompt you to save them to a Quickr
- **Always send links**
  (save attachments to a Lotus Quickr place)
  Save attachments in: - this will automatically save all attachments to the specific Quickr you have selected, use the **Browse…** button to select the Quickr
- **Prompt me –** this will give you a prompt asking if you want to send the attachment as a link and which Quickr you want to save it to

To switch the prompt on

Choose which of the two options you want

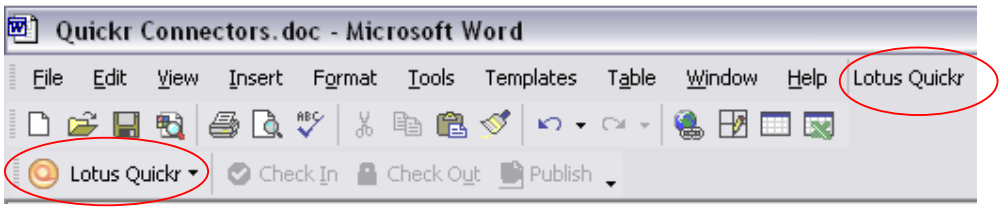
5. Click in the radio button next to **Prompt me** or **Always send links**
6. Click **OK**

You will now get a prompt when sending attachments in an email.

CONNECTORS AND MS OFFICE APPLICATIONS

With Quickr connectors you can now work in any of the MS Office applications e.g. Word, Excel and PowerPoint and save your documents directly into your Quickr. This allows for easier collaborative working on shared documents and resources.

Once connectors have been installed, an additional tool bar will appear in all of your MS Office applications, this tool bar allows you to access the Quickr application.

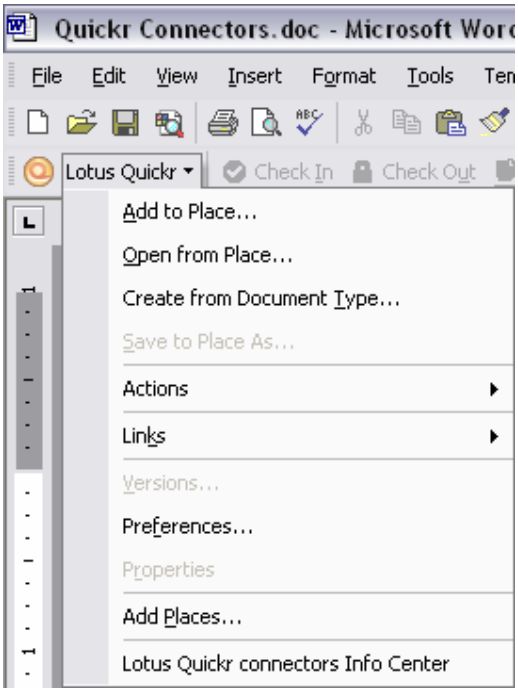

Quickr Connectors.doc - Microsoft Word
File Edit View Insert Format Tools Templates Table Window Help Lotus Quickr
Lotus Quickr
Check In
Check Out
Publish

ADDING A NEW MS OFFICE DOCUMENT TO A QUICKR

You can create a new document in any of the MS Office applications and then add it to a Quickr instead of saving it in your shared drive or personal drive. To do this follow the steps below.

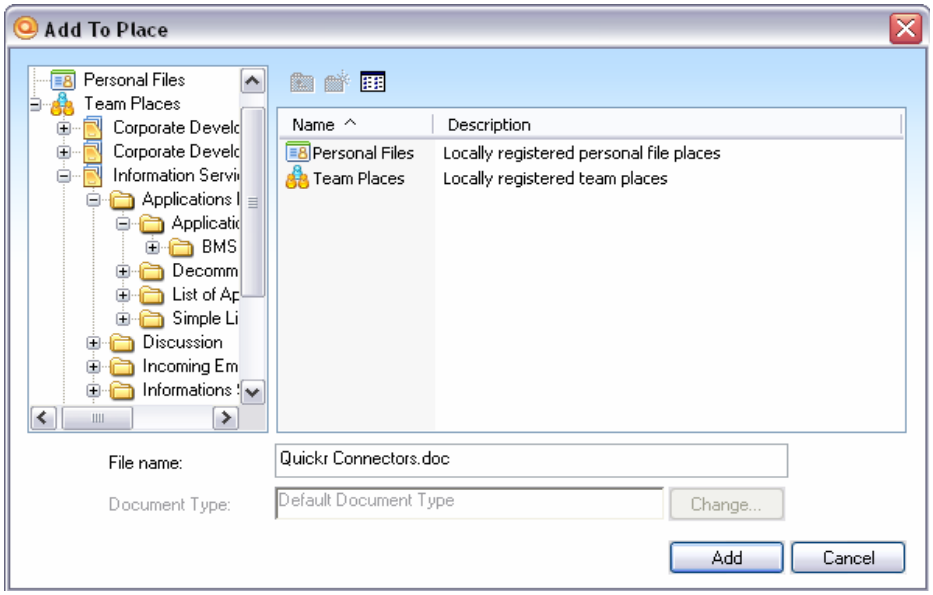
1. Create your document

2. Click on **Lotus Quickr**



3. Click on **Add to Place…**

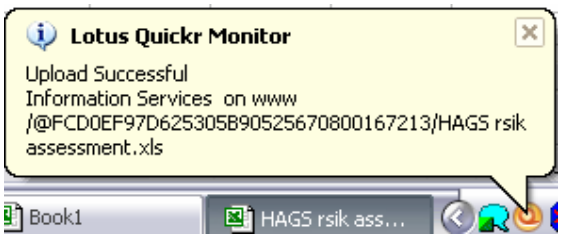
The following window will open, showing you all of the Quickrs' you have access to and by expanding the Quickrs' you will see all the rooms and folders within each Quickr.



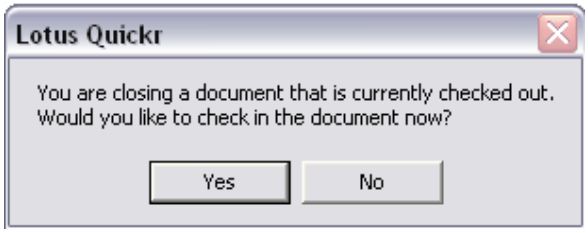
4. Click on the Quickr you want to add your document in to
5. Click on the ⊞ button and expand the view
6. Locate the room/folder you want to add the document to

7. Click **Add** button

A message appears confirming that the document has been loaded into your Quickr



When you close your document you will get a pop up window



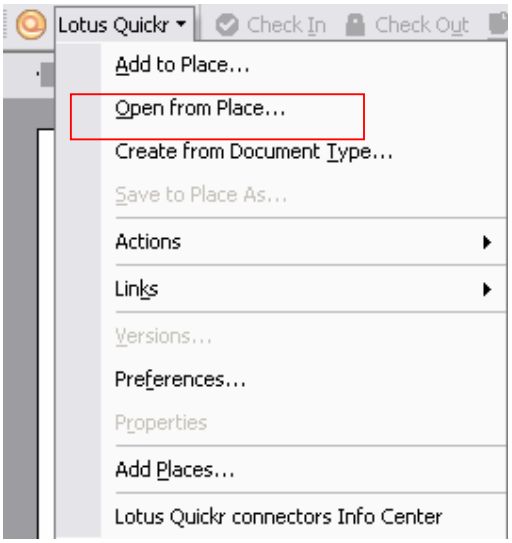
8. Click the **Yes** button

Your document has now been saved in your Quickr

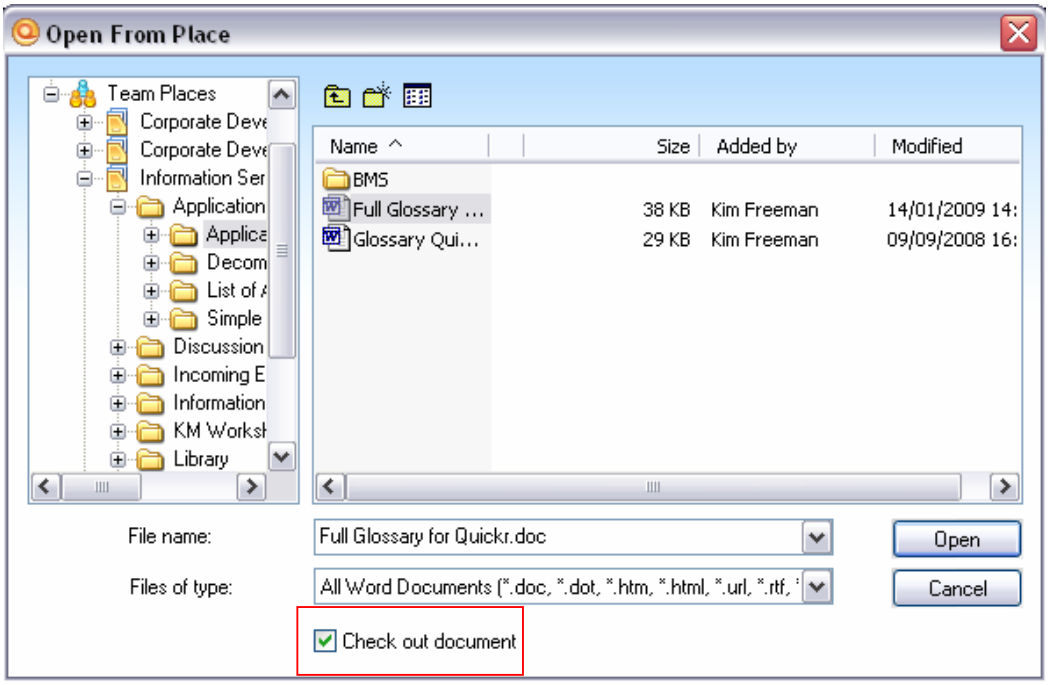
RETRIEVING A DOCUMENT FROM QUICKR USING CONNECTORS

From within MS Office applications you can retrieve any document already saved in a Quickr it will allow you to edit it and then save it back into the Quickr instead of saving it in your shared drive or personal drive. To do this follow the steps below.

1. Open your MS application
2. Click on **Lotus Quickr**
3. Click on **Open from Place**



The following window appears



4. Select the Quickr and locate the room/folder where your document is stored
5. Click on the to expand the room/folder to find the document
6. Click on the document to open it
7. Check the box to the left hand side of **Check out document**

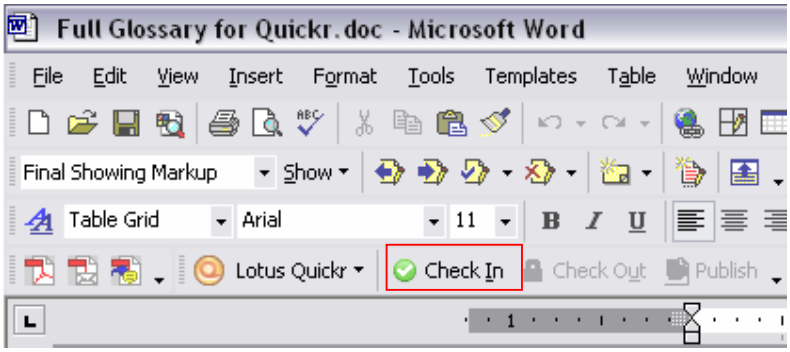
8. This locks the document and you will be only person who can edit it, until you check it back in

9. Click **Open**

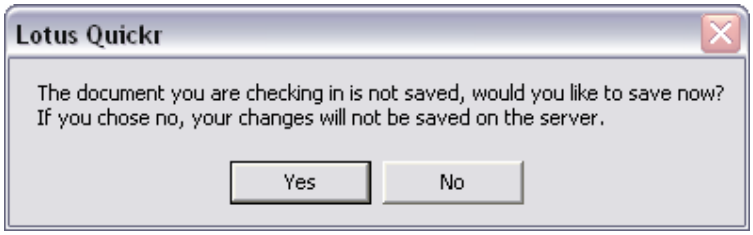
The document will be launched in the correct application.

10. Make the changes as required

11. Click on **Check In**

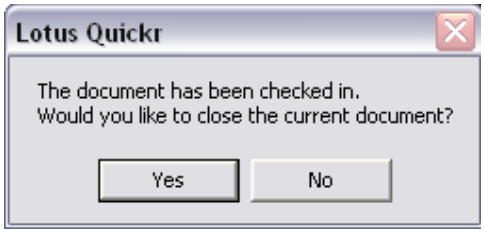

Full Glossary for Quickr.doc - Microsoft Word
File Edit View Insert Format Tools Templates Table Window
Final Showing Markup Show
Table Grid Arial 11 B I U
Lotus Quickr Check In Check Out Publish

As you did not save before you checked in you will be prompted to


Lotus Quickr
The document you are checking in is not saved, would you like to save now?
If you chose no, your changes will not be saved on the server.
Yes
No

- Click **Yes**

You will be prompted to close the document



- Click **Yes**

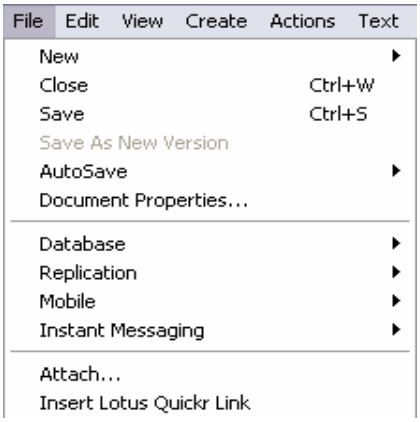
Your edited and saved document will checked back in and available for others to edit.

CONNECTORS AND LOTUS NOTES EMAIL

You can open and save files to and from your Quickr directly from your Lotus Notes Email. You can send and receive links to files instead of actual attachments, saving space in your email. The recipients must have access to your Quickr for them to be able to use the link.

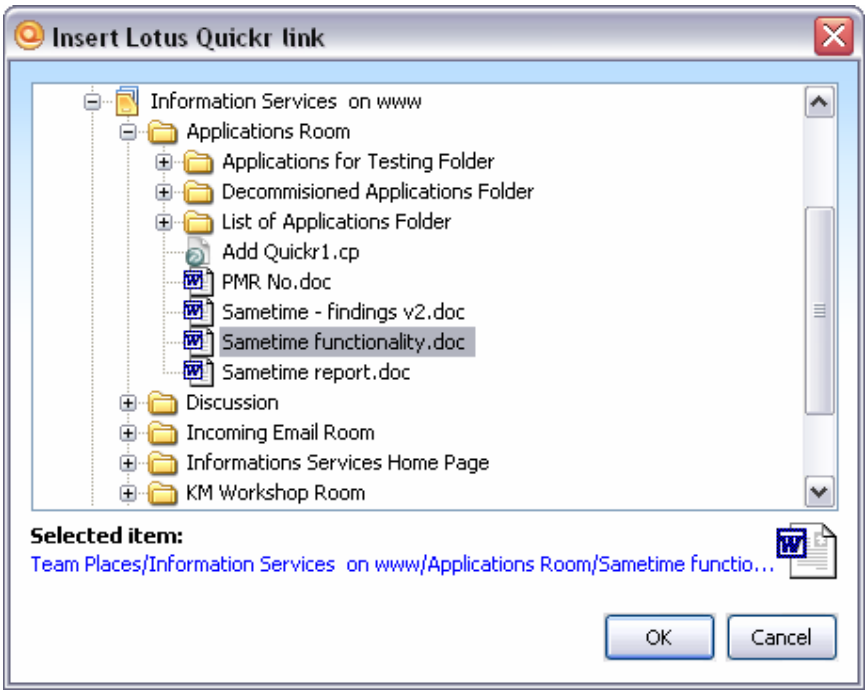
ADDING A DOCUMENT FROM QUICKR TO AN EMAIL

- Compose your email in the usual way
- Click **File** on the top tool bar



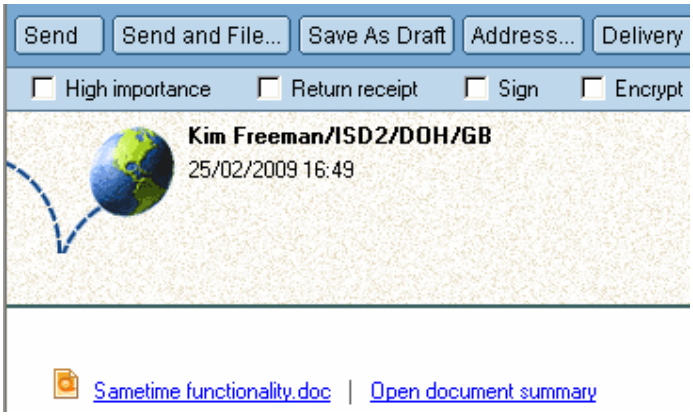
- Click **Insert Lotus Quickr Link**

Locate the Quickr/Room/Folder where you document is



- Highlight your document
- Click **OK**

The link appears in your prepared email, ready for sending



- Click **Send** when your ready

SAVING A DOCUMENT IN A QUICKR AND SENDING A LINK TO IT IN AN EMAIL

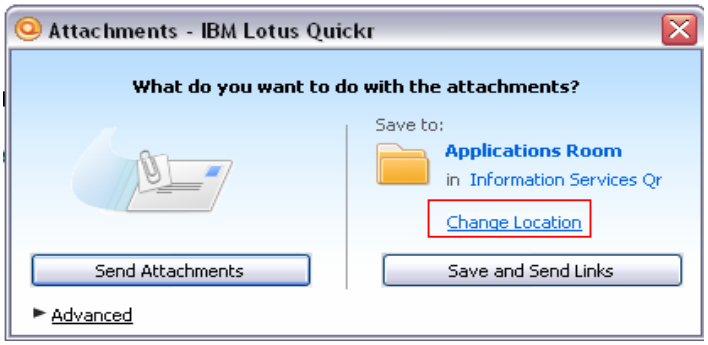
When sending an email with a document attached in it, you will get a prompt asking you if you want to save the document to a Quickr and send a link to the document, or simply send the document.

If you choose to save the document to a Quickr a link will added to your email, this link will allow recipients to open the document. However, the recipients must be members of your Quickr in order for this link to work.

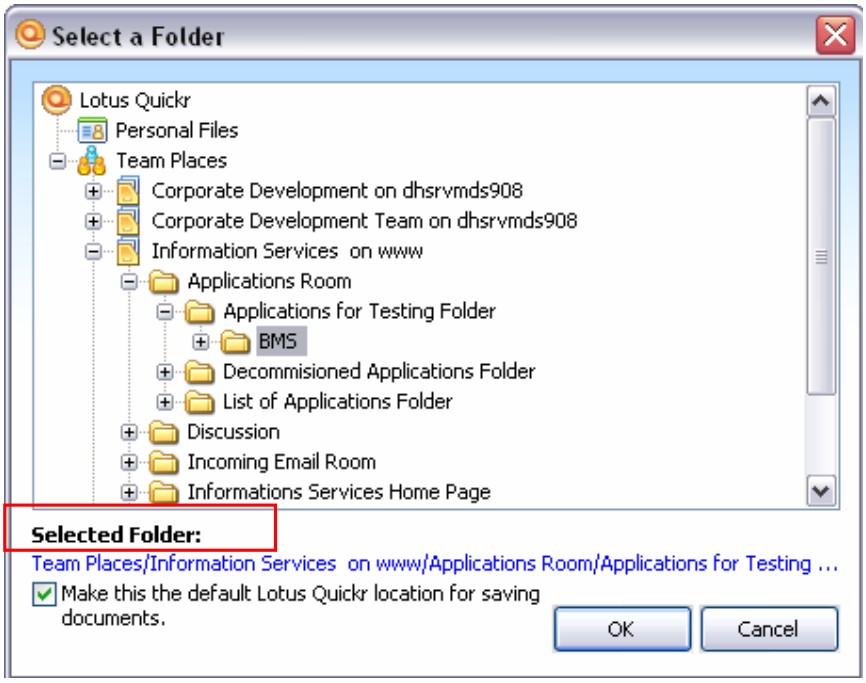
- Compose your email in the usual way
- Using the paperclip or File>attach, locate and attach your document from the Create Attachments window
- Click **Send**

The default for saving the document is the last Quickr you saved to. If you need to change the Quick in which you want to place your document.

- Click on **Change Location**



- Select the Quickr you want to save the document to and navigate to the room or folder where you want the document to go to



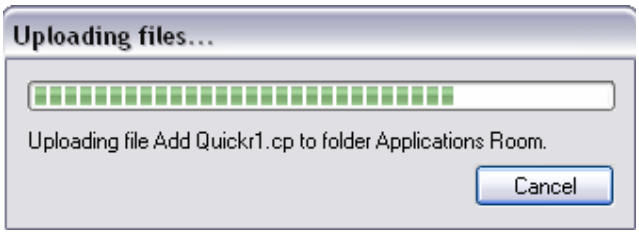
- Highlight the room/folder
- Click **OK** button

Under **Selected Folder:** the file path will be displayed, if you do not want this to be the default location for all documents un-tick the box beneath the file path.

The attachment dialogue box will re-appear

- Click **Save and Send Links**

The document will be uploaded into the selected Quickr



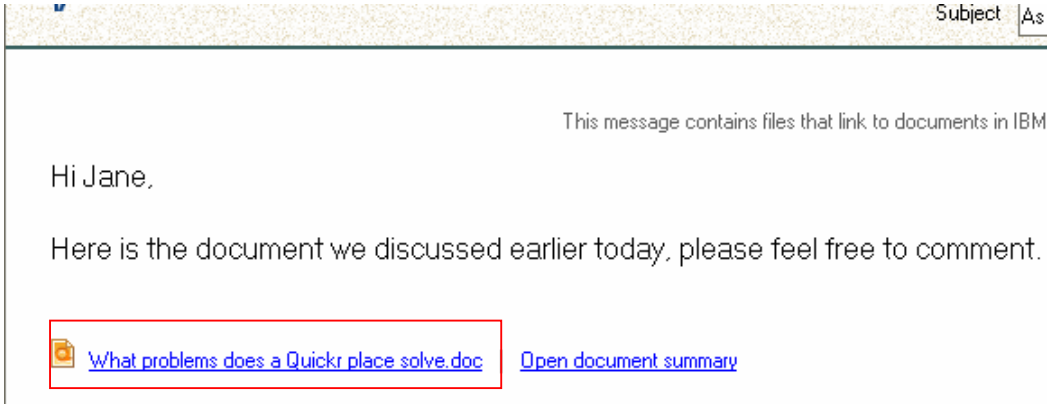
You will be asked if you want to save to MEDS, if so, do so in the normal way.

Your recipient will get and email containing the link to the document in the Quickr

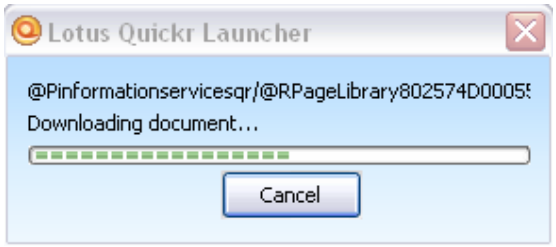
OPENING AN EMAIL CONTAINING A QUICKR LINK

You may receive a email, containing a link to a document held in a Quickr. To view the document you need to be a member of the Quickr in which it is stored, if your not you will need to contact the person who sent you the email and ask to be added as a member.

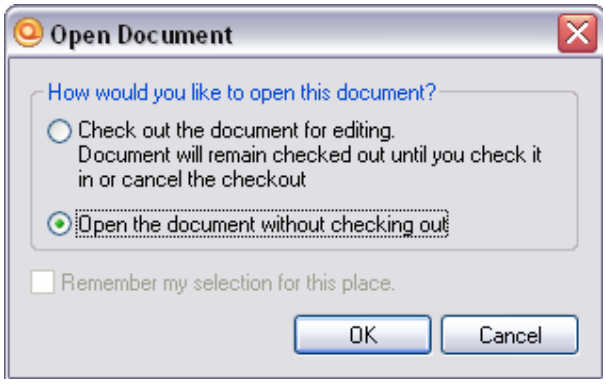
- Click on the link to open the document


Subject
This message contains files that link to documents in IBM
Hi Jane,
Here is the document we discussed earlier today, please feel free to comment.
What problems does a Quickr place solve.doc
Open document summary

The download box opens



Choose which of the options you want to open the document with.


Open Document
How would you like to open this document?
Check out the document for editing.
Document will remain checked out until you check it in or cancel the checkout
Open the document without checking out
Remember my selection for this place.
OK
Cancel

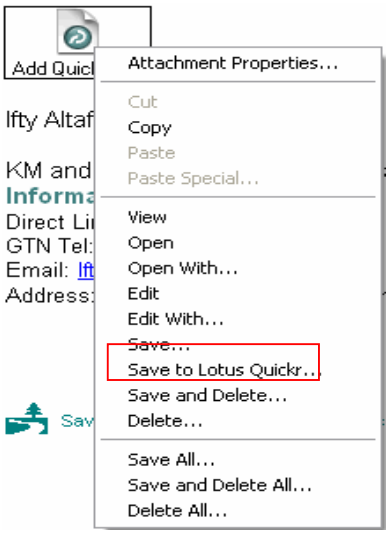
- Click the **OK** button

The document will open.

MOVING ATTACHMENTS FROM AN EMAIL INTO A QUICKR

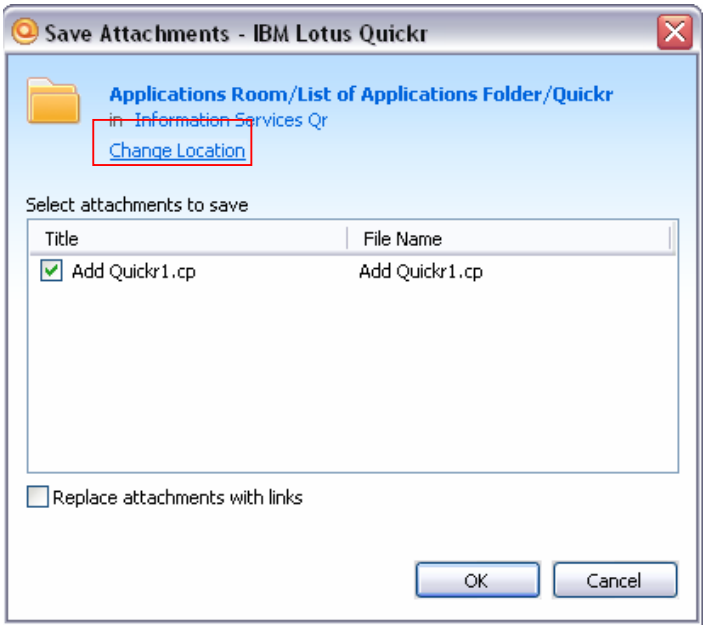
You can save any attachment you receive in an email straight into a Quickr, saving space on your shared drives or your p:/drive

- Open the email with the attachment
- Right click on the attachment



- Click on **Save to Lotus Quickr…**

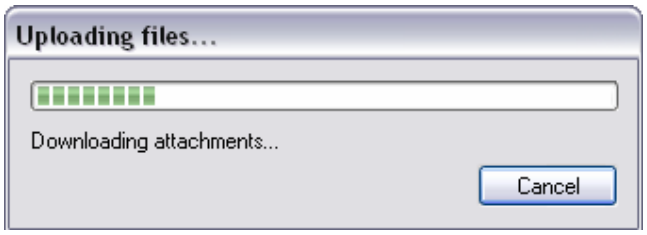
The Save Attachments window opens



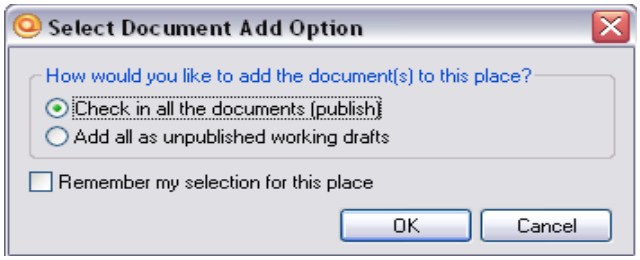
If you need to change the Quickr you want to save to you need to click on **Change Location**, you can then select the Quickr you require.

- Click **Ok**

Your document is being uploading

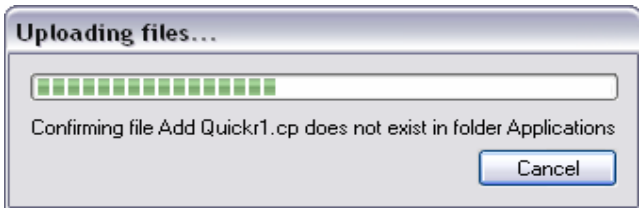


You will be asked to select which option you want to save the document as, a published document or a draft document.

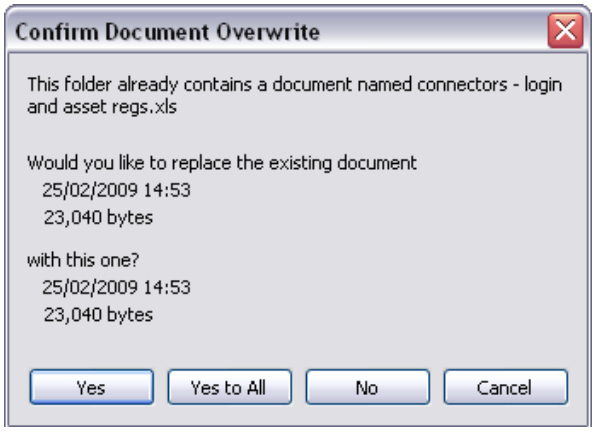

Select Document Add Option
How would you like to add the document(s) to this place?
Check in all the documents (publish)
Add all as unpublished working drafts
Remember my selection for this place
OK
Cancel

- Select your option
- Click **OK**

The following window will open, confirming that the file does not exist within the Quickr room/folder you have selected.



If you add the document again to the same location you get a message informing you that the document already exists.



You can replace the document if you want to.

CUSTOMISING QUICKR

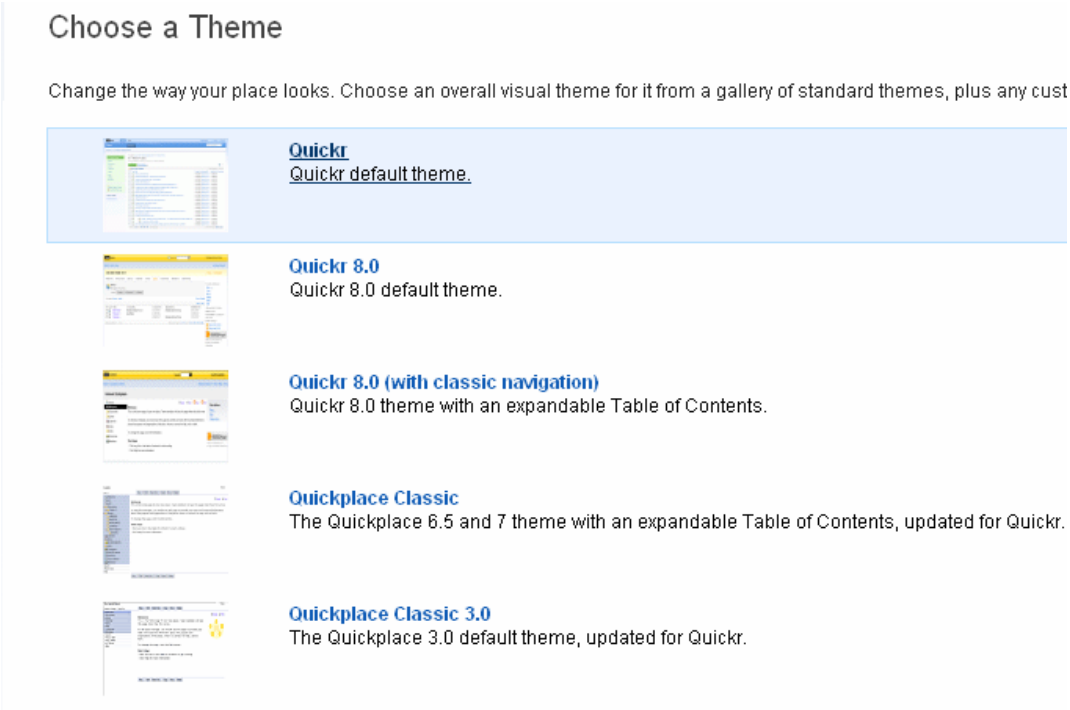
If you have Owner or Manager access you can change the appearance of your Quickr. You can decorate it, choose a logo, and reorder the table of contents.

If you customise your Quickr some of the labels on the buttons will change e.g. Customise this room may become Customise.

DECORATING YOUR QUICKR

To change the theme of your Quickr:

- Go to **Customize this Place** in the table of contents
- Click on **Choose a Theme**


Choose a Theme
Change the way your place looks. Choose an overall visual theme for it from a gallery of standard themes, plus any cust
Quickr
Quickr default theme.
Quickr 8.0
Quickr 8.0 default theme.
Quickr 8.0 (with classic navigation)
Quickr 8.0 theme with an expandable Table of Contents.
Quickplace Classic
The Quickplace 6.5 and 7 theme with an expandable Table of Contents, updated for Quickr.
Quickplace Classic 3.0
The Quickplace 3.0 default theme, updated for Quickr.

- To choose a theme, click on the theme

If customisation is done at the home page level the change will filter through the whole of the Quickr. If you customise at room level the change only affects the room and the folder(s) in the room.

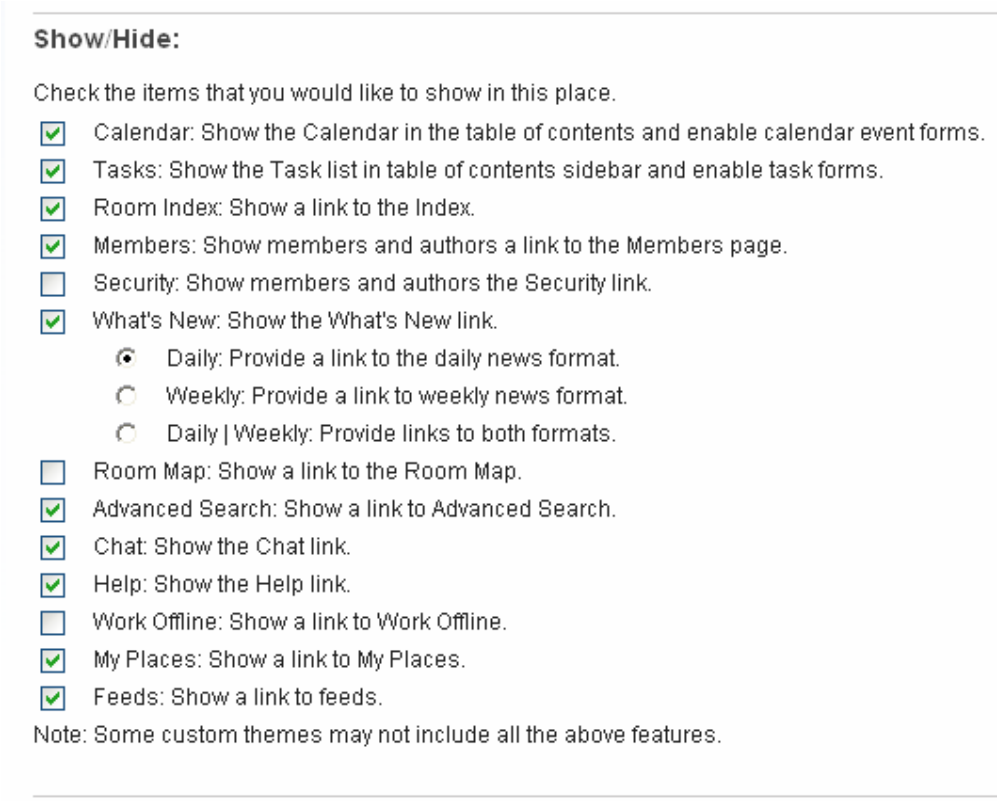
CUSTOMISING THE TABLE OF CONTENTS

As a Owner or Manager you can customise what your members can see in the table of contents. You can show/hide some functions e.g. tasks. You might want to do this is these functions will not be used within your Quick. To change the order of items within the table of contents:

- Go to **Customize this Place**
- Click **Basics**

The basics screen appears:

- Scroll down to **Show**/**Hide**

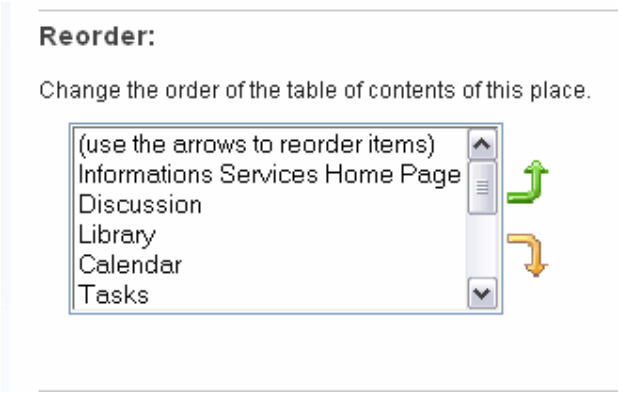

Show/Hide:
Check the items that you would like to show in this place.
Calendar: Show the Calendar in the table of contents and enable calendar event forms.
Tasks: Show the Task list in table of contents sidebar and enable task forms.
Room Index: Show a link to the Index.
Members: Show members and authors a link to the Members page.
Security: Show members and authors the Security link.
What's New: Show the What's New link.
Daily: Provide a link to the daily news format.
Weekly: Provide a link to weekly news format.
Daily | Weekly: Provide links to both formats.
Room Map: Show a link to the Room Map.
Advanced Search: Show a link to Advanced Search.
Chat: Show the Chat link.
Help: Show the Help link.
Work Offline: Show a link to Work Offline.
My Places: Show a link to My Places.
Feeds: Show a link to feeds.
Note: Some custom themes may not include all the above features.

- Click the tick box next to the function you want to show/hide
- Click **Done**

If you choose to hide a function it will disappear from the table of contents.

REORDERING THE TABLE OF CONTENTS

- Go to **Customize this Place**
- Click on **Basics**
- Go to the section that says **Reorder**



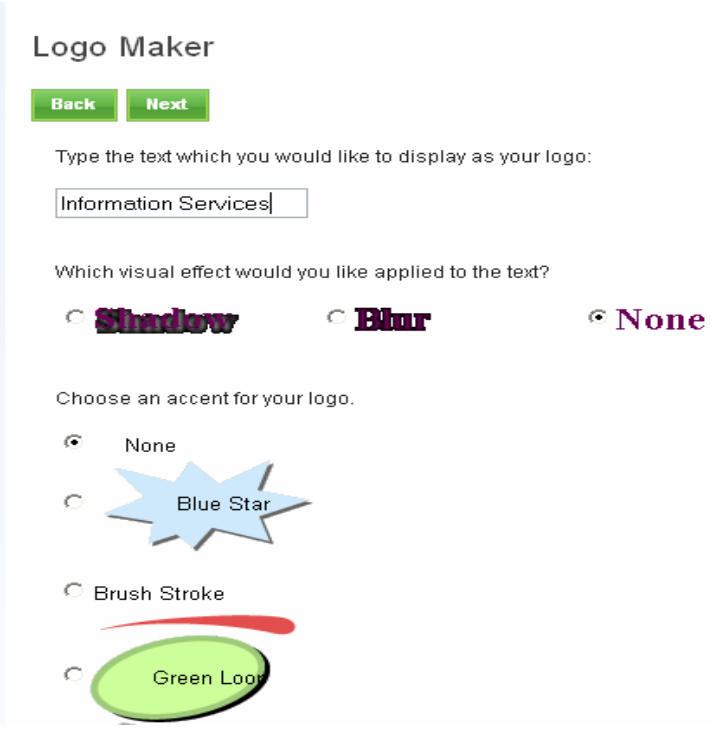
- Click on the item you wish to move
- Then use the up or down arrow to move it into its new position

CHOOSING A LOGO

If you want to put a logo onto your Quickr:

1. Go to **Customize this place**
2. Click on **Basics**
3. Then click on

The logo window opens



4. Type in the text that you want to be your logo, for example **Information Services**
5. Click which visual effect you want
6. Click a logo
7. If you scroll down the screen you can choose whether to have your logo animated, the colour of the text and the font for your logo.
8. Click **Next** to accept your choices

9. You can see a preview of your logo in the screen that is currently being displayed, if you are happy with your logo:

10. Click **Done**

GENERATING EMAIL NEWS UPDATES FOR MEMBERS

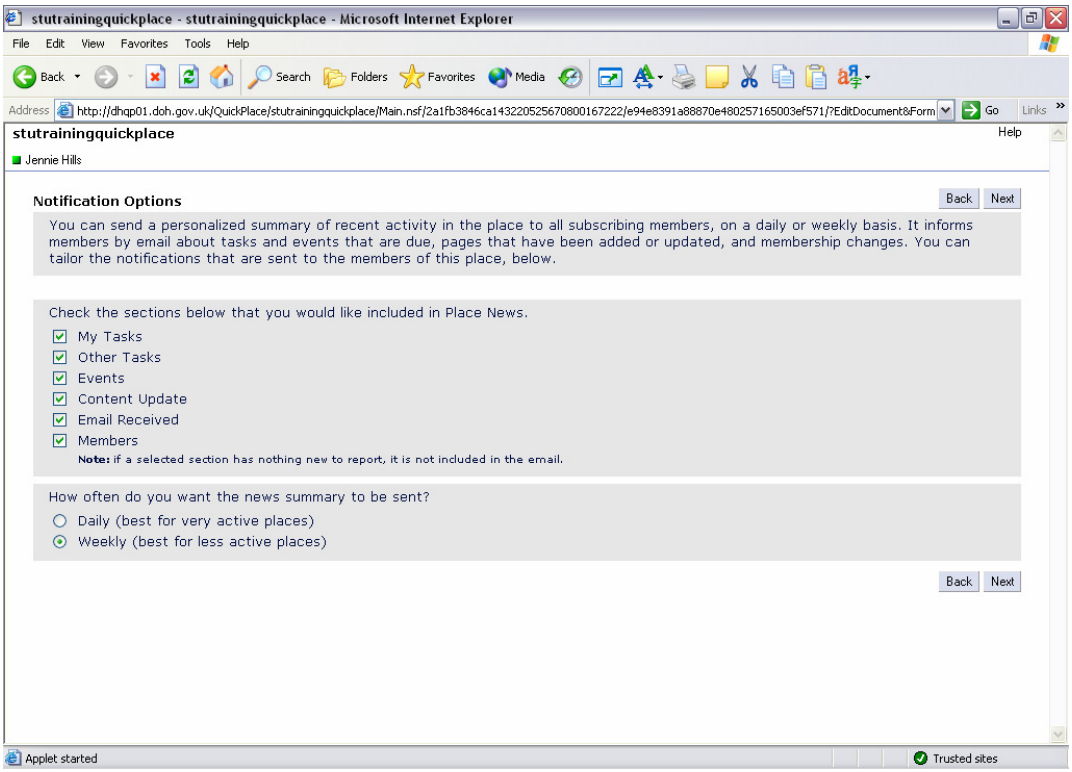
To keep members informed of any new information placed onto Quickr you can send a regular email news update. To activate this:

- Go to **Customize this Place**
- Click **Basics**
- Scroll now to the **Notifications** section
- Put a tick into the box next to **Send a regular email news update to members**

The default setting is **Weekly**, if you want to change the frequency of the notifications:-

- Click on

The following screen appears:


stutrainingquickplace - stutrainingquickplace - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Folders Favorites Media
Address http://dhqp01.doh.gov.uk/QuickPlace/stutrainingquickplace/Main.nsf/2a1fb3846ca14322052567080016722 2/e94e8391a88870e480257165003ef571/?EditDocument&Form
Go Links
stutrainingquickplace
Help
Jennie Hills
Notification Options
Back Next
You can send a personalized summary of recent activity in the place to all subscribing members, on a daily or weekly basis. It informs members by email about tasks and events that are due, pages that have been added or updated, and membership changes. You can tailor the notifications that are sent to the members of this place, below.
Check the sections below that you would like included in Place News.
My Tasks
Other Tasks
Events
Content Update
Email Received
Members
Note: if a selected section has nothing new to report, it is not included in the email.
How often do you want the news summary to be sent?
Daily (best for very active places)
Weekly (best for less active places)
Back Next
Applet started
Trusted sites

NOTE: You can change what is included in the notification by taking the ticks out of the boxes

To change the notification to Daily:

- Click into the radio button at the bottom next to daily
- Click **Next**
- Then click **Done**

EMAILING IN TO QUICKR

All Quickrs' have a unique email address, this allows you to email documents directly into your Quickr.

Content which is emailed in is delivered to a specified room, this room is created at the same time as your Quickr is created. Emailed content goes into the index of this room and its from there, that you move in to the correct location within your Quickr.

You have to be a owner or a manager to be able to locate the Quickrs' email address.

Good working practice place this email address on your welcome/home page so that members can use it.

- Click **Customise this Place**
- Click **Basics**
- Scroll down to **Incoming Mail**

Incoming Mail:
Do you want people to be able to send email to informationservicesqr@dh.gsi.gov.uk as a means of adding content to this place?
Yes, put new mail in room: Incoming Email Room
No

e.g. informationservicesqr@dh.gsi.gov.uk

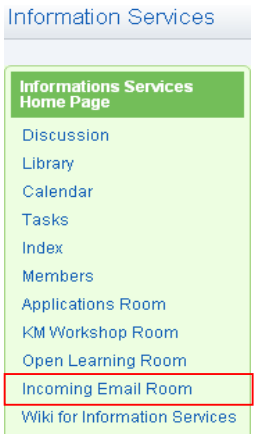
You will see the default is set to Incoming Email Room. **Do not** change this, if you do your email will not be received. This room has been specifically set up to accept incoming email. You will find your email in the index of this room, you can use copy or move to move the email from the index into a room or folder which is more appropriate

- Click **Done**

You can save this email address in your address book for easy use in the future. Once you have emailed into your Quickr, you need to move the document(s) to the appropriate room/folder within your Quickr

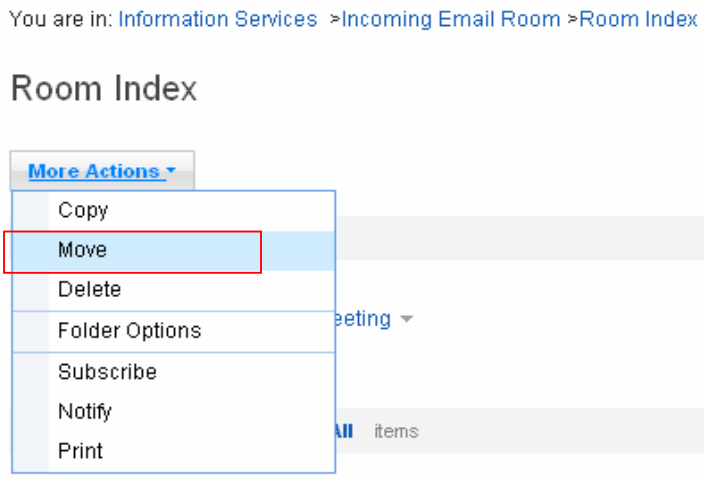
Go to the top level of your Quickr

- Click **Incoming Email Room**

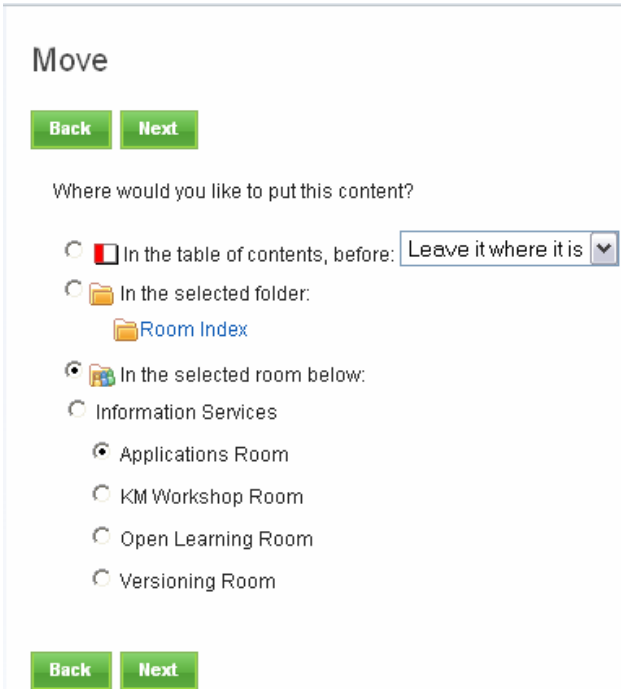


- Click **Room Index**

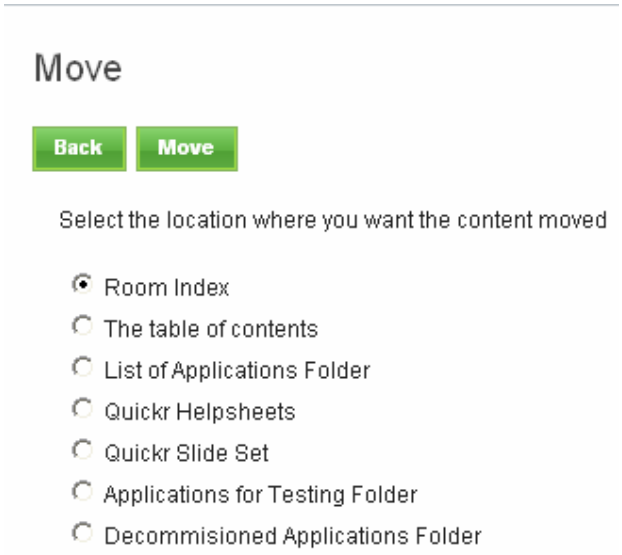
- Click in the box on the left hand side of the document(s) you want to move
- Click **Move**



- Select where you want to move the document to



- Click **Next**
- Select where in the Room or Folder you want the document to appear



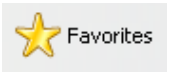
- Click **Move**

The document should now appear in the room/folder were you placed it.

CREATING A FAVOURITE LINK TO QUICKR

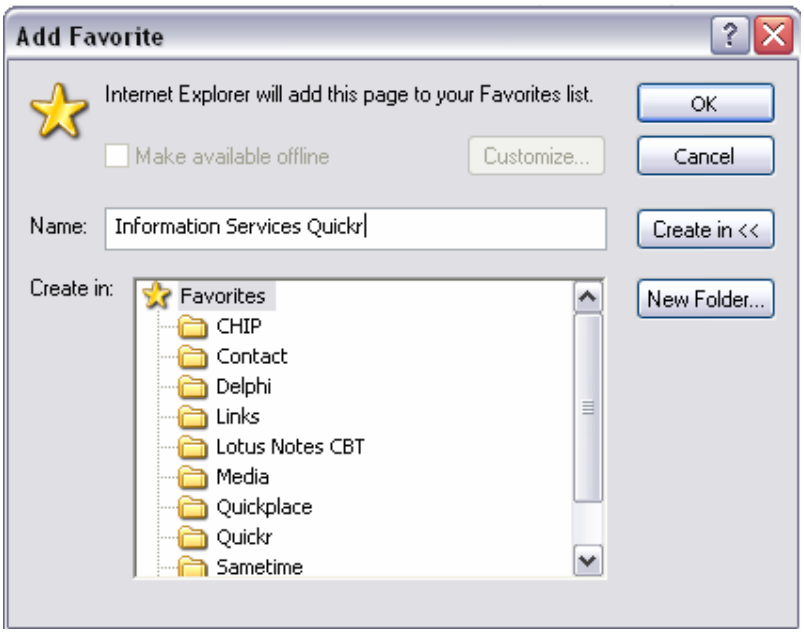
Creating a favourite link enables you to return to Quickr via your internet browser without typing into the address bar.

CREATING A FAVOURITE

- Log into Quickr
- Click the favourites button 

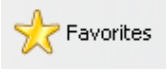
- Click **Add**

The following dialog box appears:



- Alter the name so that it reads the name of your Quickr
- Click **OK**

USING A FAVOURITE

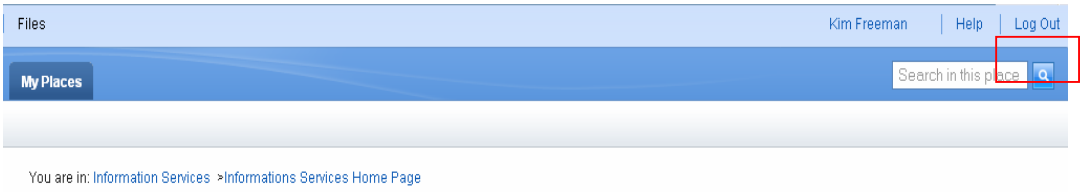
- Click on 

- Click your Quickr name in the panel that appears on the left of your screen
- You will now need to log in

SIGNING OUT OF QUICKR

It is important that when you have finished in Quickr that you log out, to do this:

- Click **Log Out**



- Click **OK**

You have now successfully logged out of Quickr

Appendix

How to set up your internet password

NOTE: You may have done this already as it is needed for some Notes databases and also for Sametime

- Open the OIS 3 users address book: this will be an icon on your Notes workspace:

- Click on "people" in the left hand menu, click your mouse in the main screen and type the first few letters of your surname.
- When you find your name double click on it
- Click on the "edit person" button at the top left of the screen (nobody else can edit your record)
- Click in the bottom field entitled "internet password" and type a password. This does not need to include numbers.
- Click on "save and close". Your password will be encrypted and show as a meaningless jumble of characters.

When you use Quickr you will need to log in using your normal OIS login name and this password.

It may take up to two hours for your re-set password to become effective.